



Textura™

United States

Module 3

Project Setup

**Textura User Manual
2009**

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Guide to User Manual Navigation



Icons

The following icons are used in the margin throughout the manual to bring the user's attention to noteworthy aspects of the Textura™ system, as explained below:

	Important Information	Information that may be valuable or necessary to Textura™ users.
	Special Topics	More advanced functionality and/or feature. Click icon to view details.
	Interfaces	This may be a setting that is required of or is provided for the benefit of accounting interface users in the Textura™ application. Alternately, users may be able to import or export data at this point in the process. Click icon to view the details specific to your accounting package.
	Custom Settings	This is a Custom Feature of the Textura™ system. Please contact your Textura Representative for more information.
	Draw Context	This action or setting may be affected by draw context, which impacts the timing of the application of certain settings in Textura™, and may cause the system to reset data to the context of the previous draw.
	Tutorials	Video tutorial available. Click icon to view details.



Links

Hyperlinks in the Textura™ User Manual PDF document appear in a [blue font with underlining](#).

Hyperlinks represent a link to another area of the document that the user may find helpful to view. When the user clicks a hyperlink, they are taken to that topic or area of the manual. Prior to navigating to other areas of the manual users should note their starting point in the document (i.e., page number) to facilitate their return to the material currently being viewed.

Hyperlinks that allow the user to navigate to another module, document, or to a web page outside of the User Manual in the online version may not be operational in the PDF version.

PDF Documents for Printing

The following Textura™ documents are available as PDF files for viewing, saving, and printing:

Module 1 – Textura Overview	Approximately 706 KB
Module 2 – Create Account	Approximately 2.65 MB
Module 3 – Project Setup	Approximately 3.86 MB
Module 4 – Contract Administration	Approximately 2.83 MB
Module 5 – Budget Management	Approximately 4.32 MB
Module 6 – Payment Application Process	Approximately 5.87 MB
Module 7 – Compliance Management	Approximately 2.93 MB
Module 8 - Disbursement	Approximately 3.08 MB
Textura User Terms	Approximately 586 KB
Draw Context	Approximately 498 KB
Textura User Manual (Modules 1 – 8)	Approximately 21 MB

Special Topics:

Specified Billing	Sub Tier Lien Waiver – Prime Sub
Parallel Signatory Invoice Approval	Sub Tier Lien Waiver – Sub Tier
Serial Signatory Invoice Approval	Linked Projects
Special Budget	Modify Invoice Appearance:
Collect Zero Dollar Lien Waivers	Invoice, Handling, and Breakout Codes
Contractor Affidavits	Hierarchical Invoice Codes

PDF date stamp

Textura Documents print with a date stamp to provide users with the ability to see at a glance how current their information is. The date stamp format is: **dd-Mon-09**



Textura™ user online help is frequently updated. Access the most current information via Textura Info on your Home Page.

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Module 3 – Project Setup

Overview

Before a draw can be initiated in Textura™, project specific information and settings must be entered. This section provides instructions for setting up a new project: creating the project; entering the appropriate information and settings; assigning users to the project; assigning funding information via a primary or secondary organization; and setting up the draw calendar.

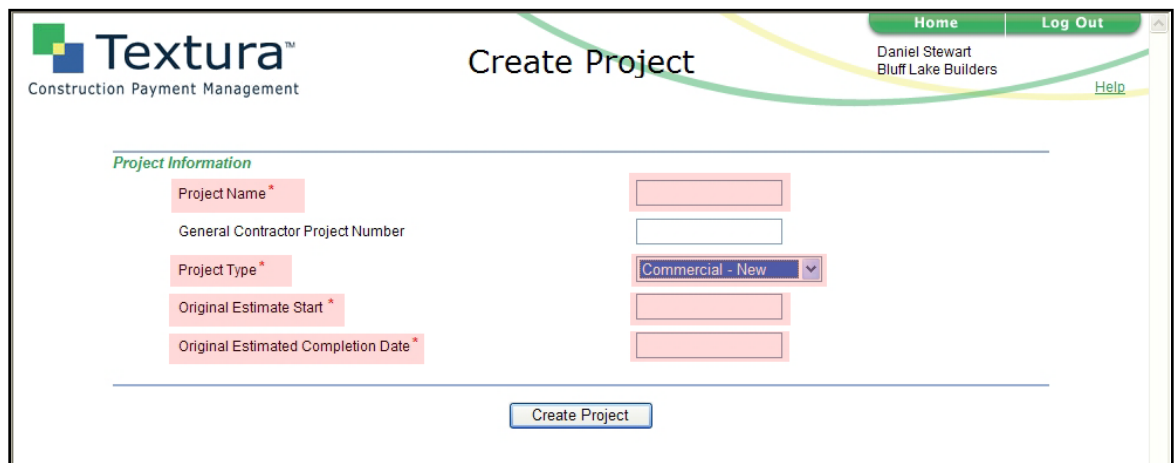
Create a New Project

To create a new project in Textura™:

1. Select **Create Project** from the left hand margin on your **Home Page**, under **Projects**.



The system displays the **Create Project** page.

A screenshot of the 'Create Project' page in the Textura application. The page has a header with the Textura logo, 'Construction Payment Management', and a title 'Create Project'. On the right, there are links for 'Home', 'Log Out', 'Daniel Stewart', 'Bluff Lake Builders', and 'Help'. The main content area is titled 'Project Information' and contains several input fields: 'Project Name*' (with a red asterisk), 'General Contractor Project Number', 'Project Type*' (with a dropdown menu showing 'Commercial - New'), 'Original Estimate Start*', and 'Original Estimated Completion Date*'. All fields with a red asterisk are highlighted with a red background. A 'Create Project' button is located at the bottom of the form.

All fields with a red asterisk (*) are required.

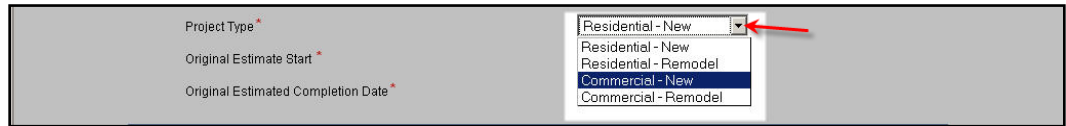
2. Type the **Project Name**.
 - ▶ Enter a **Project Number**, if desired. Project numbers are sometimes displayed on documents.



When using an accounting interface package with Textura™, it is important to use the correct Project Number format. Please consult your manual for additional information.

3. Select the Project Type.

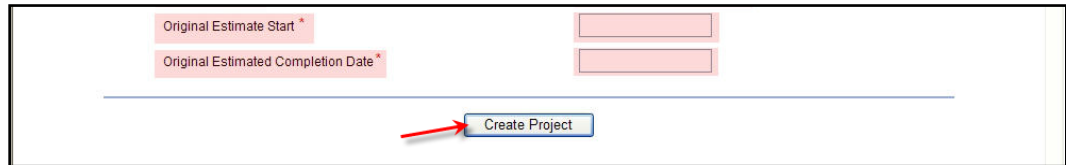
- ▶ Residential New
- ▶ Residential Remodel
- ▶ Commercial New
- ▶ Commercial Remodel



A screenshot of a web form titled "Project Setup". It contains three input fields: "Project Type *", "Original Estimate Start *", and "Original Estimated Completion Date *". The "Project Type *" dropdown menu is open, showing four options: "Residential - New", "Residential - Remodel", "Commercial - New", and "Commercial - Remodel". A red arrow points to the "Residential - New" option.

4. Type the Estimated Start Date.

5. Type the Estimated Completion Date.



A screenshot of the same web form. The "Original Estimate Start *" and "Original Estimated Completion Date *" fields are now text input boxes. A red arrow points to the "Create Project" button at the bottom of the form.

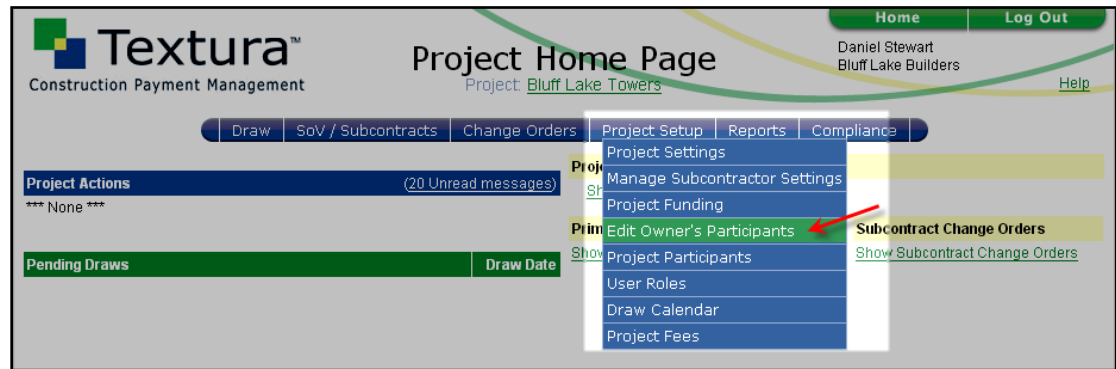
6. Click Create Project.

The system displays the **Create Project Participants** page.

Create Project Participants

This page may also be accessed from the central navigation bar on the **Project Home Page**.

1. Select **Edit Owner's Participants** from the drop down menu under **Project Setup**.



Additional project participants include Title Company, Project Owner, Project Architect, and Supervisory Organizations. These are known as 'Above the Line' (ATL) Organizations in Textura™. The Project Owner role is mandatory; other roles are assigned at the user's discretion.

Project participants are "on-system" if they will access project information via their own Textura™ account. They are "off-system" if their project access is limited to information provided to them by others outside of Textura™, i.e., they have no "on-system" access to the project.

Enter Off-System Above the Line Project Participants

- Off-system project participants are identified by manually entering the organization information rather than clicking on the 'Select' button.
- Off-system Owner/Architect approval is not recorded in Textura™.
- Off-system organizations do NOT receive any project communications from Textura™.
- Off-system Project Owner and Project Architect information is displayed on payment application documents where appropriate, but the organization plays no other role in the project on Textura™.
 - Project documents can be saved as email file attachments or printed and mailed to off-system project participants. [View this topic..](#)

To identify the Project Owner and Project Architect as “off-system,” complete the appropriate fields below. Project Owner is required, but the Project Architect role is optional.

All fields with a red asterisk (*) are required.



Textura™
Construction Payment Management

Create Project Participants

Project Bluff Lake Towers

[Home](#)
[Log Out](#)

Daniel Stewart
Bluff Lake Builders

[Help](#)

Title Company

Project Owner

Owner Name *

Country * City *

Address Line 1 * State *

Address Line 2 Zip Code *

Project Architect

Architect Name

Country City

Address Line 1 State

Address Line 2 Zip Code

Supervisory Organization

General Contractor	Bluff Lake Builders	Textura Customer Number	1052
Textura Project Number	1038		

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Supervisory Organizations

Supervisory Organization is a general description meant to include any organization that requires "View Only" access to project information, but is not playing an active role (e.g., approving the draw, signing the payment application, disbursing funds) as an Above the Line participant in the project on Textura™. Supervisory Organizations can include, but are not limited to: Title Companies, Owners, Architects, Lenders, Accountants, Inspectors, and Consultants.

Above The Line (ATL) Roles

'Above the Line' (ATL) Organizations in Textura™, can, but are not required to be “on-system” project participants in Textura™. On-system ATL organizations have specific responsibilities in accordance with their project role:

Project Owner

- ▶ must approve draw to initiate system prompt for Disburse Funds to disburser

Project Architect [non-compulsory role: i.e., system does not await architect approval]

- ▶ with on-system Owner:
 - optionally signs Contracting Organization's invoice
 - Owner approval removes Project Architect's action to sign
- ▶ without on-system Owner:
 - receives action to “approve” (sign) invoice after Contracting Organization signs invoice and Lien Waiver

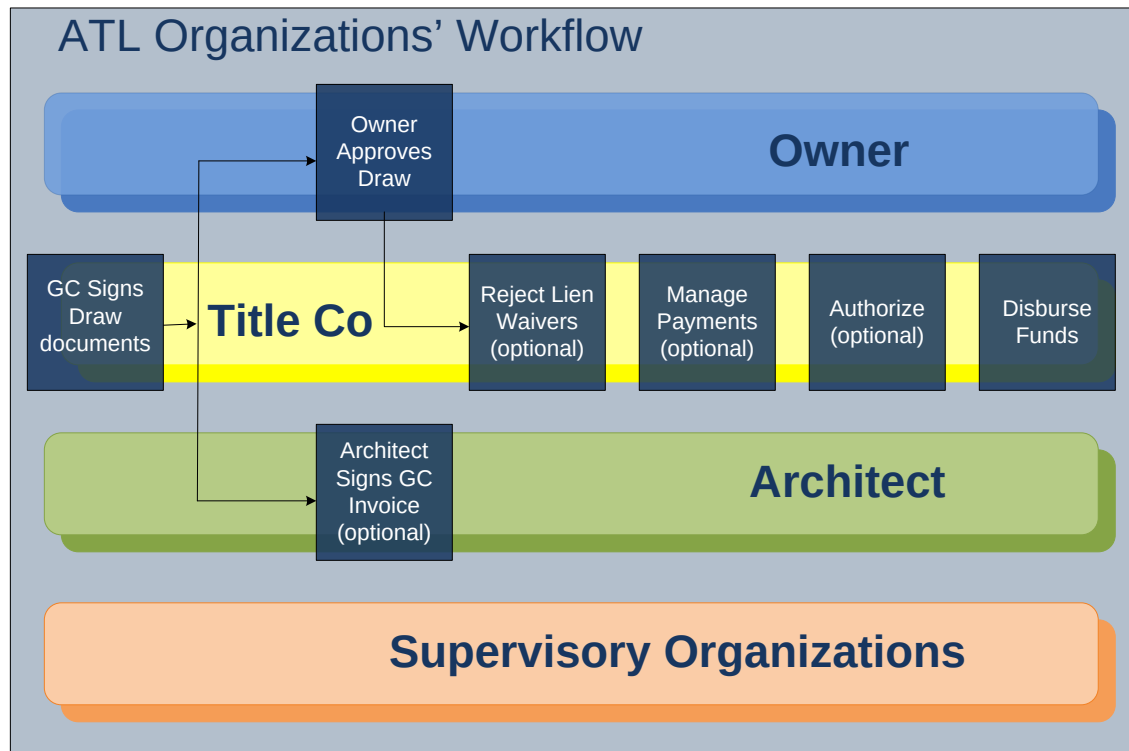
Title Company

- ▶ assumes disburser role - receives Disburse Funds action
- ▶ responsible for identifying project funding organization
- ▶ issues manual checks or split payments
- ▶ changes ACH to manual check or vice versa (no manual check payment available to Contracting Organization)
- ▶ receives action to request Lien Waivers from Subcontractors where “when requested” Lien Waiver project settings are used
- ▶ rejects lien waivers

Supervisory Organizations

- ▶ have no impact on workflow
- ▶ have View Only access to unrestricted project information
- ▶ do not receive any notifications except to accept the supervisory role
- ▶ cannot edit own organization or user information

When all ATL organizations are on-system in Textura™, the following workflow is used:



Enter On-System Above the Line Project Participants

To search for an organization Click the **Select Owner**, **Select Architect**, **Select Title Company**, or **Add Supervisory Organization** button on the Create Project Participants page.

The system displays the **Browse Organizations** page.

Browse Organizations

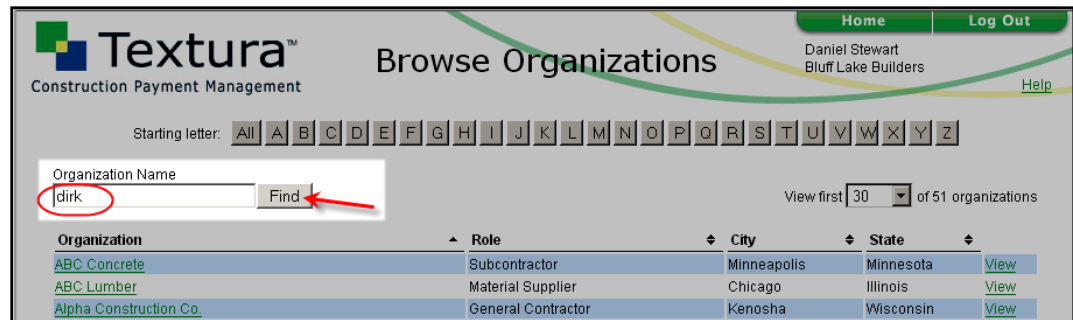
The Browse Organizations utility can help you find out whether an organization that you are or will be doing business with is currently using Textura™. Search with the Find tool to obtain the quickest results.

The system searches for organizations in Textura that meet your specified criteria exactly. To prevent setting up duplicate organizations, please enter only information you have verified is correct, or confirm that the company is not on-system before inviting them.

To select a project participant not currently using Textura™, follow the steps to [Invite an Organization](#) under **Module 2 - Create Account**.

Search using the Find tool

1. To use the Find feature, enter any portion of the organization name.
2. Click **Find**.



Textura™ Construction Payment Management

Browse Organizations

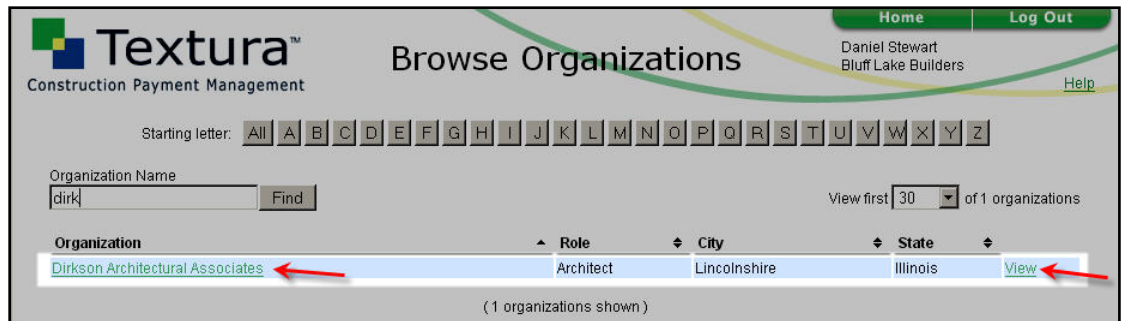
Starting letter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Organization Name: Find

View first 30 of 51 organizations

Organization	Role	City	State	
ABC Concrete	Subcontractor	Minneapolis	Minnesota	View
ABC Lumber	Material Supplier	Chicago	Illinois	View
Alpha Construction Co.	General Contractor	Kenosha	Wisconsin	View

3. View the search results.
4. If found, click the name of the organization to select.



Textura™ Construction Payment Management

Browse Organizations

Starting letter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

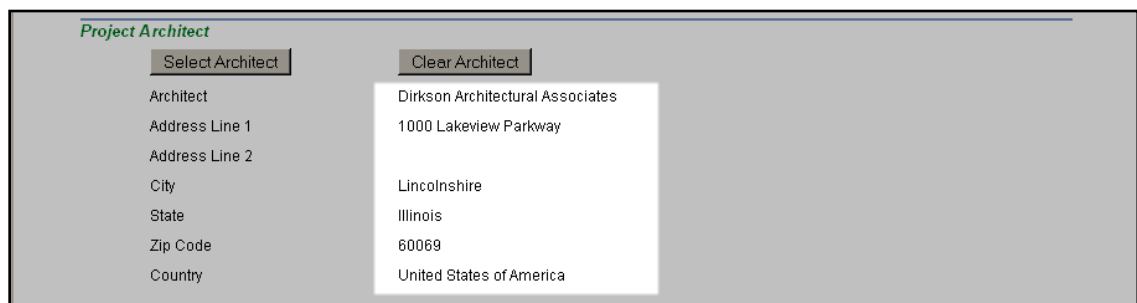
Organization Name: Find

View first 30 of 1 organizations

Organization	Role	City	State	
Dirkson Architectural Associates	Architect	Lincolnshire	Illinois	View

(1 organizations shown)

Company information is automatically populated on the **Create Project Participants** page. Continue until all project participants are added.



Project Architect

Select Architect Clear Architect

Architect:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

5. Click **Update Project**, at the bottom of the Project Settings page.
- The system displays the **Project Settings** page.

Project Settings

On the Project Settings page the user brings together the details of the project that determine how the system manages project participants, processes, and documents. It is therefore recommended that the user entering the information on this page possess both a detailed knowledge of the project and decision-making capacity for the project and/or organization.

The Project Settings begin with essential identifying facts such as name, dates, contract value, and project manager(s). Some settings (e.g., Open Book, Advance Billing) default to the 'off' value unless checked; others default to "on" unless unchecked. A variety of settings are optional, such as GC Invoice Settings.

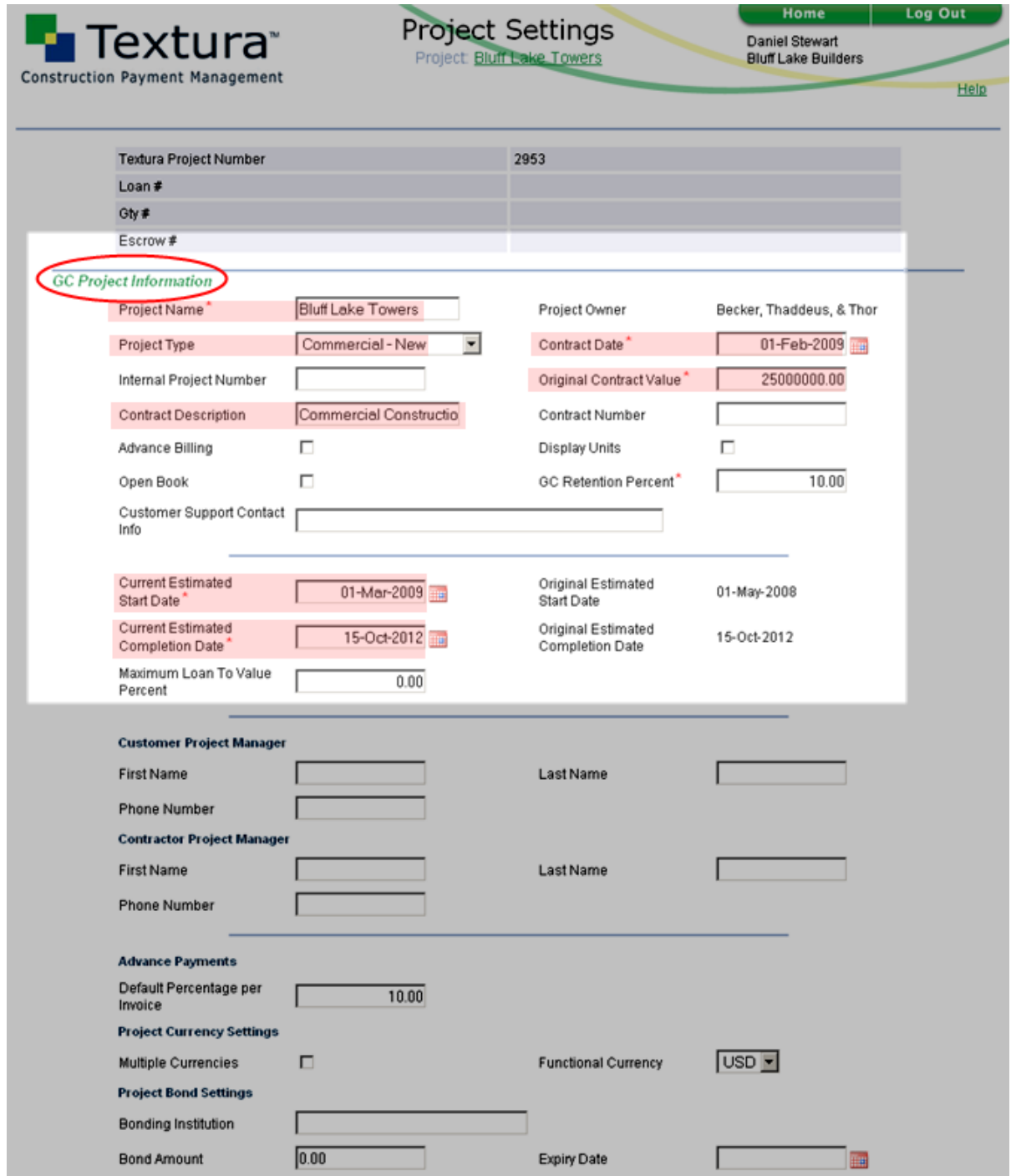


Custom Settings, indicated by the icon in the margin as well as in the description, can be best explained by a Textura™ representative; other more advanced settings are covered under Special Topics.



Interfaces are available for a variety of accounting packages and setup for these is managed exclusively by Textura™ representatives. Interface-related settings are marked by an icon in the margin. Your accounting package, if any, should appear in your organization profile. Click here for information about checking your profile to determine whether or not this has been set up for your company.

Contracting Organization (GC) Project Information



The screenshot shows the 'Project Settings' page for 'Bluff Lake Towers'. The page is divided into several sections. At the top, there's a header with the Textura logo, 'Project Settings', and user information 'Daniel Stewart, Bluff Lake Builders'. Below the header, there's a table with project details: Textura Project Number (2953), Loan #, Qty #, and Escrow #. The 'GC Project Information' section is highlighted with a red circle. It contains fields for Project Name (Bluff Lake Towers), Project Type (Commercial - New), Internal Project Number, Contract Description (Commercial Construction), Advance Billing, Open Book, Customer Support Contact Info, Project Owner (Becker, Thaddeus, & Thor), Contract Date (01-Feb-2009), Original Contract Value (25000000.00), Contract Number, Display Units, GC Retention Percent (10.00), Current Estimated Start Date (01-Mar-2009), Original Estimated Start Date (01-May-2008), Current Estimated Completion Date (15-Oct-2012), Original Estimated Completion Date (15-Oct-2012), and Maximum Loan To Value Percent (0.00). Below this, there are sections for Customer Project Manager and Contractor Project Manager, each with First Name and Last Name fields. The 'Advance Payments' section has a Default Percentage per Invoice field (10.00). The 'Project Currency Settings' section has Multiple Currencies and Functional Currency (USD) fields. The 'Project Bond Settings' section has Bonding Institution, Bond Amount (0.00), and Expiry Date fields.

Textura Project Number	2953
Loan #	
Qty #	
Escrow #	

GC Project Information

Project Name *	Bluff Lake Towers	Project Owner	Becker, Thaddeus, & Thor
Project Type	Commercial - New	Contract Date *	01-Feb-2009
Internal Project Number		Original Contract Value *	25000000.00
Contract Description	Commercial Construction	Contract Number	
Advance Billing	☐	Display Units	☐
Open Book	☐	GC Retention Percent *	10.00
Customer Support Contact Info			
Current Estimated Start Date *	01-Mar-2009	Original Estimated Start Date	01-May-2008
Current Estimated Completion Date *	15-Oct-2012	Original Estimated Completion Date	15-Oct-2012
Maximum Loan To Value Percent	0.00		

Customer Project Manager

First Name		Last Name	
Phone Number			

Contractor Project Manager

First Name		Last Name	
Phone Number			

Advance Payments

Default Percentage per Invoice	10.00
--------------------------------	-------

Project Currency Settings

Multiple Currencies	☐	Functional Currency	USD
---------------------	--------------------------	---------------------	-----

Project Bond Settings

Bonding Institution		Bond Amount	0.00	Expiry Date	
---------------------	--	-------------	------	-------------	--

All fields with a red asterisk (*) are required.

Some fields may be populated with information entered previously.

1. Type the appropriate project information:

- ▶ **Project Name**
- ▶ **Contract Date**
- ▶ **Original Contract Value**
- ▶ **Contracting Organization (GC) Retention Percent**
 - default retention between the Contracting Organization (GC) and the Owner
- ▶ **Current Estimated Start Date**
- ▶ **Current Estimated Completion Date**

Optional fields include:

- ▶ **Project Type**
 - defaults to previously entered value (change as required)
- ▶ **Internal Project Number**
 - defaults to previously entered value
 - required for use with accounting package interfaces
 - ▶ must match number used by accounting package
 - ▶ refer to interface manual
- ▶ **Contract Description**
 - appears on G702
- ▶ **Advance Billing** checkbox
 - gives the Contracting Organization the ability to invoice on a given line for an amount greater than its Self-Performed amount, provided it does not exceed the total Scheduled Value of the line. [View this topic.](#)
- ▶ **Open Book** checkbox:
 - check box to allow on-system [ATL participants](#) to access details of the subcontracts for this project, including invoices and attachments
- ▶ **Contract Number**
- ▶ **Maximum Loan To Value Percent**
 - the relationship between the value of a project and the maximum amount that may be mortgaged, expressed as a percentage
 - required only for custom documents
 - typically left blank unless instructed otherwise by your Textura™ implementation team.

Customer Project Manager

- ▶ fields provided for client reference use only
- ▶ may appear on certain custom documents





Advance Payments

The Advance Payment feature allows the Contracting Organization to pay a percentage of a contracted price on a project to a Subcontractor in advance. The Textura™ system tracks the re-payment of these advances over the time of the project, deducting them from payments to the Subcontractor at a predetermined rate established in the Project Settings by the Contracting Organization. Advance Payments are a Custom setting and should be discussed with your Textura™ representative prior to use.



Project Currency Settings

The Multiple Currencies setting enables Contracting Organizations to assign subcontracts in currencies other than USD. Textura™'s implementation team can ensure that the appropriate currency selections are available in Project Settings, where the Functional Currency for each project is selected.

- ▶ check the Multiple Currencies option to make this feature available when creating subcontracts.
- ▶ select the Functional Currency for the project

Project Currency Settings

Multiple Currencies ☒
Functional Currency

USD
AED
EUR
USD

Once selected and saved, the Currency Settings are displayed in the Project Settings and cannot be edited.

Project Currency Settings

Multiple Currencies Yes
Functional Currency USD

The Contracting Organization determines the Contract Currency and the Exchange Rate that Textura™ applies – on the Contract Maintenance screen – when creating the subcontract. This is covered in **Module 4 - Contract Administration**.

Contract Currency:

USD

Exchange Rate:
1 USD =

1

x 1 USD

The selected currency is displayed on each contract's legal documents.

Multiple Currencies is a Custom Setting. Please contact your Textura™ representative for more information about using Project Currency Settings.

Project Bond Settings

Project Bond is a Custom Setting used by our international clients. Please contact your Textura™ representative for more information about using Project Bond Settings.

Contracting Organization (GC) Invoice Settings

(GC) Invoice Settings are optional and document dependent. The **Remit to** information is used to populate an invoice cover sheet and some custom documents. Pay-App Invoice Cover Sheets are selected in the [Document Settings](#).

1. Enter Contracting Organization (GC) Invoice Settings as appropriate.



The screenshot shows a form titled "GC Invoice Settings". It contains the following fields:

- Terms:
- Remit to Company Name:
- Remit to Attention of:
- Remit to Address 1:
- Remit to Address 2:
- Remit to City:
- Remit to State:
- Remit to Zip code:

System Generated Invoice Format

The use of System Generated Invoice Format allows the Contracting Organization to control the invoice number format. It is optional **except where** [accounting package interfaces](#) are used with Textura™. The setting applies only to first-tier Subcontractors. The default setting is "off".

When this functionality is used, the system defaults to an invoice number in the format requested by the Contracting Organization – while allowing the Subcontractor to create a separate invoice number for their own use, if desired.

The selected format can be changed or turned off by the initiating organization at any time during the project. Pre-existing invoice numbers will not be affected by the change. System Generated Invoice Format is not draw context sensitive.

The System Generated Invoice Format:

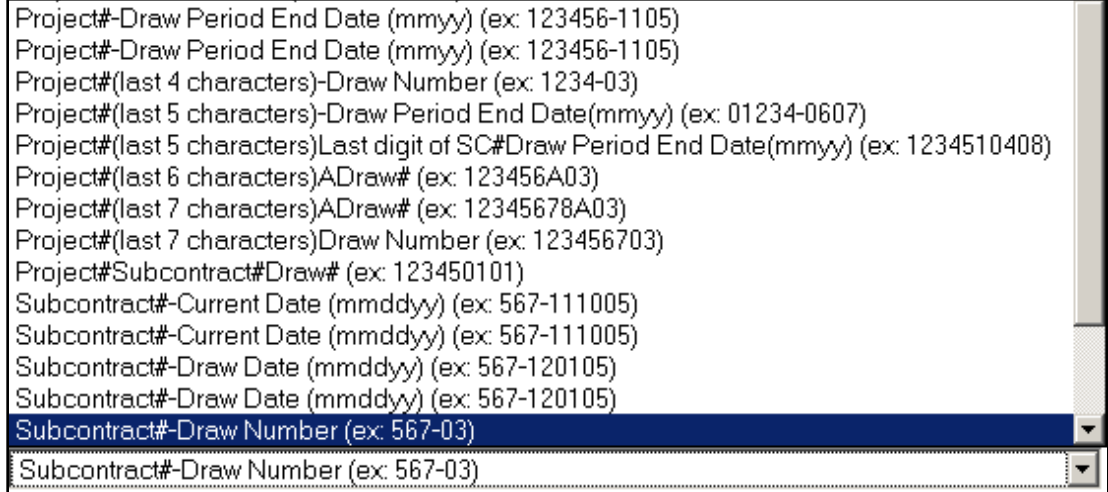
- ▶ removes blank spaces on project numbers
- ▶ removes blank spaces on subcontract numbers
- ▶ adds a leading zero to draw number if single digit (1-9)
- ▶ uses either mmyy or mmddyy date format
- ▶ insures that invoice numbers are unique for one contract within a project (system will add alpha characters to non-unique numbers)

The System Generated Invoice number will be used on pay application documents, the Subcontractor Invoice Tracking Report, and displayed in the system – except where a Subcontractor override is in place.

Use care when choosing a System Generated Invoice Format that the number of digits in the selected format does not exceed the limitations of your accounting software.

Selecting System Generated Invoice Format options

1. Select the desired format from the menu of options (illustration representative).



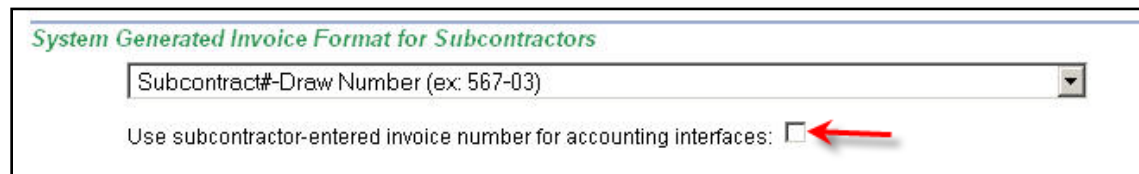
Project#-Draw Period End Date (mmyy) (ex: 123456-1105)
 Project#-Draw Period End Date (mmyy) (ex: 123456-1105)
 Project#(last 4 characters)-Draw Number (ex: 1234-03)
 Project#(last 5 characters)-Draw Period End Date(mmyy) (ex: 01234-0607)
 Project#(last 5 characters)Last digit of SC#Draw Period End Date(mmyy) (ex: 1234510408)
 Project#(last 6 characters)ADraw# (ex: 123456A03)
 Project#(last 7 characters)ADraw# (ex: 12345678A03)
 Project#(last 7 characters)Draw Number (ex: 123456703)
 Project#Subcontract#Draw# (ex: 123450101)
 Subcontract#-Current Date (mmddyy) (ex: 567-111005)
 Subcontract#-Current Date (mmddyy) (ex: 567-111005)
 Subcontract#-Draw Date (mmddyy) (ex: 567-120105)
 Subcontract#-Draw Date (mmddyy) (ex: 567-120105)
Subcontract#-Draw Number (ex: 567-03)
 Subcontract#-Draw Number (ex: 567-03)



Use subcontractor-entered invoice number for accounting interfaces:

When checked, this option instructs the system to give preference to Subcontractor override invoice numbers on Subcontractor documents. The Subcontractor may override a system-generated invoice number without this option selected by the contracting organization; however, where that is the case, system preference for the interface remains with the system-generated number rather than the Subcontractor override – although the system retains both numbers in its memory.

- ▶ Check the box to **Use subcontractor-entered invoice number for accounting interfaces**, if applicable.
 - ☐ instructs the system to use subcontractor override invoice numbers – usually for an accounting interface – rather than system generated numbers
- ▶ **Do not** check the box if you prefer to standardize invoice numbers in your accounting system at the time of entry.



System Generated Invoice Format for Subcontractors

Subcontract#-Draw Number (ex: 567-03)

Use subcontractor-entered invoice number for accounting interfaces: ☐

Textura™ interfaces for accounting packages require the System Generated Invoice Format setting.

The use of accounting package interfaces with Textura™ requires the assistance of a Textura™ administrator. Please refer to Interfaces for Accounting Packages in Special Topics and contact your Textura™ representative for more information regarding the use of System Generated Invoice Format with accounting interfaces.



Project Settings

1. Select additional **Project Settings**:

Project Settings	
Subcontractors may edit Lien Waiver effective date	☒
Subcontractors may add Lien Waiver optional text	☒
Subcontractors may add Contractor Affidavit optional text	☒
Owner Approval Disables the GC ability to Reject	☐
Collect Zero Dollar Lien Waivers	☐
Cumulative Material Totals and Automatic Split Payments	☐
Track Special Budget Amounts and Changes	☐
Track Subcontractor Special Budget Amounts and Changes	☐
Default Subcontractor Invoice Approval Method for New Subcontracts:	
☒ Project Manager System Approval ☐ Parallel Signatory Approval ☐ Serial Signatory Approval	
New subcontracts default to Specified Billing	☐
New invoices entered as whole dollars	☐
Require Disbursement Authorization for Subcontractor Payments	☐

- Subcontractors may edit the Lien Waiver effective date prior to signing (checked by default)
- Subcontractors may add Lien Waiver/Contractor Affidavit optional text (checked by default)
 - ▶ allows sub-tier organization to insert text that appears on the final document
 - ▶ does not alter the document language

Changes or additions to Lien Waivers and/or Contractor Affidavits result in their identification by the system as "Modified" (color coded red) on the Review Lien Waivers page, accessed via the Review Lien Waiver link on the Draw Home Page

- Owner Approval Disables the GC Ability to Reject
 - ▶ use with Linked Projects or on-system Owner
 - ▶ prevents Contracting Organization from rejecting a draw that the (on-system) Owner has approved
 - ▶ refer to Special Topics or contact your Textura™ representative for more information
- Collect Zero Dollar Lien Waivers
 - ▶ system automatically collects Zero Dollar Lien Waiver from all sub-tier project participants until the final Lien Waiver is signed
 - ▶ refer to Special Topics or contact your Textura™ representative for more information



- Cumulative Material Totals and Automatic Split Payments
 - ▶ Contracting Organization automatically splits payment of a Subcontractor's invoice when both Work Completed and Stored Materials are billed
- Track Special Budget Amounts and Changes
 - ▶ enables the Contracting Organization to track an alternative budget, e.g., original and current budget amounts, via a Special Budget tab on the Schedule of Values
 - ▶ **Special Budget** amounts appear on the invoice only when used in conjunction with custom documents
 - ▶ refer to Special Topics or contact your Textura™ representative for more information
- Default Subcontractor Invoice Approval Method for New Subcontracts
 - ▶ Project Manager System Approval
 - Subcontractor invoices are approved by a single Project Manager.
 - ▶ **Parallel Signatory Approval**
 - Designated user(s) approve or reject Subcontractors' invoices by applying signatures to document in Textura™.
 - Project Setting makes selection available to individual [contracts](#).
 - Refer to Special Topics or contact your Textura™ representative for more information.
 - ▶ **Serial Signatory Approval**
 - Designated users approve or reject Subcontractors' invoices by applying signatures in a predefined sequence to document in Textura™.
 - Project Setting makes Selection available to individual [contracts](#).
 - Refer to Special Topics or contact your Textura™ representative for more information.
- New subcontracts default to **Specified Billing**
 - ▶ allows Contracting Organization to closely manage the invoicing process by entering the Subcontractor invoice and submitting it to them for signature approval.

At the project level, checking this option means only that new contracts default to Specified Billing; the setting can be turned off prior to assigning the contract, or at any point after the contract is assigned. Specified Billing is not draw context sensitive.

- ▶ refer to Special Topics or contact your Textura™ representative for more information

- New invoices entered as whole dollars
 - ▶ invoice and retention held amounts automatically rounded to the nearest dollar
 - ▶ best results when used from project creation through completion

When Whole Dollars is selected, do not enter contracts or Change Orders with amounts less than one dollar – no pennies!

Require Disbursement Authorization for Subcontractor Payments

- ▶ creates the need for an [authorizer](#) role on the project
- ▶ authorizer's approval needed prior to disbursement

Retention Settings

- Default Retention Lock ON for all New Subcontracts
 - ▶ left unchecked, subcontracts default to OFF and Subcontractor retains the ability to change the percentage of billable retention when entering their invoice
 - ▶ checked, the Contracting Organization controls the percentage of retention billable by the Subcontractor
 - ▶ applies only to newly created subcontracts

<i>Retention Settings</i>	
Default Retention Lock ON for all New Subcontracts	% ☐

Retention Lock can be toggled on or off at any time during a project or on a draw-to-draw basis.



“Subcontractor cannot modify retention” box must still be manually checked on previously created subcontracts



Payment Holds

Identify Payment Hold Settings for sub-tier manual subcontractors.

1. Select settings for the following, as appropriate:

- ▶ Hold payment for missing prior period unconditional lien waivers
 - System set to place a Hold on payments to any Subcontractor missing sub-tier Subcontractor/material supplier unconditional waivers for previous draw(s).
- ▶ Hold payment for missing current lien waivers
 - System set to place a hold on payments to any Subcontractor missing sub-tier Subcontractor/material supplier waivers for the current draw - select **one** of the following to complete the requirement:
 - ▶ Require unconditional Lien Waivers from all
 - ▶ Require conditional Lien Waivers from all
 - ▶ Require conditional Lien Waivers from Subcontractors of joint check Subcontractors and both conditional and unconditional from everyone else
 - ▶ Require conditional and unconditional Lien Waivers from all

Payment Holds	
Hold payment for missing prior period unconditional lien waivers	☐
Hold payment for missing current lien waivers	☐
☐ Require unconditional lien waivers from all	
☐ Require conditional lien waivers from all	
☐ Require conditional lien waivers from subcontractors of joint check subcontractors and both conditional and unconditional everyone else	
☐ Require conditional and unconditional lien waivers from all	



Document Settings

Textura™ has an extensive catalog of documents, of which the choices presented are only a sampling; if you have any document questions, your Textura™ representative can assist you in obtaining access to the most suitable documents for your organization.

Under document Settings, users define their document – invoice, lien waiver, cover sheet, sworn statement, contractor affidavit, etc. – settings for the project. Organizations often have very specific document requirements and, prior to Project Setup, have worked out with their Textura™ representative which documents they will use with the application. These documents should now be available to the user as selections in the drop down menus of this section.

Click **View Sample** to view selected documents and determine their suitability. Samples open in a new browser window as a pdf document.

The Contractor Affidavit system functionality is document dependent. If your project requires Contractor Affidavits, use care in making your Document and Lien Waiver selections, as well as other project settings. Please refer to Special Topics and contact your Textura™ representative with any questions or for assistance in selecting the appropriate documents and/or settings.

- Under **General Contractor Settings**, identify the documents that your organization creates for submission to the Project Owner.
- Under **Subcontractor Settings**, identify the documents that your organization requires from your Subcontractors.
- Under **Sub Tier/Manual Sub Settings** identify the documents that your organization requires from Sub Tier and Manual Subcontractors.

1. Select settings for the following, as appropriate:
 - ▶ Invoice (General Contractor and Subcontractor)
 - ▶ Sworn Statement (General Contractor and Subcontractor)
 - ▶ (Unconditional) Lien Waiver (General Contractor and Subcontractor)
 - Lien Waiver with Contractor Affidavit
 - Contractor Affidavit Lien Waiver
 - ▶ Conditional Lien Waiver (General Contractor and Subcontractor)
 - ▶ (SP-Work Invoice) Self-Performed Work Invoice (General Contractor only)
2. Check **Notary Required?** for *each document* requiring a Notary signature.
3. Select the setting for **Pay-App Invoice Cover Sheet** (None or Standard)
 - ▶ Invoice Cover Sheet automatically generated to match your pay request
 - ▶ populated with information entered under [GC Invoice Settings](#)

Document Settings

General Contractor Settings		Notary Required?
Invoice	G702/703	☐ View Sample
Sworn Statement	Basic Sworn Statement	☐ View Sample
(Unconditional) Lien Waiver	Standard	☐ View Sample
Conditional Lien Waiver	None	☐ View Sample
Pay-App Invoice Cover Sheet	None	
SP-Work Invoice	None	
Subcontractor Settings		Notary Required?
Invoice	G702/703	☐ View Sample
Sworn Statement	Basic Sworn Statement	☐ View Sample
(Unconditional) Lien Waiver	Standard	☐ View Sample
Conditional Lien Waiver	None	☐ View Sample
Pay-App Invoice Cover Sheet	None	
Sub Tier / Manual Sub Settings		Notary Required?
Conditional Lien Waiver	None	☐ View Sample
(Unconditional) Lien Waiver	Generic Lien Waiver	☐ View Sample

Lien Waiver Settings

Lien Waiver Settings for Partial and Final Lien Waivers

Lien Waiver Settings

	Partial	Final
Lien Waiver Signature Timing	When Requested ▼	With Invoice ▼
Lien Waiver Release Timing	With Disbursement	With Disbursement
Project Lien Waiver Release Timing	When Signed	When Signed
Contact a Textura representative to make changes to Lien Waiver Release Timing.		
GC Self-performed Work Lien Waiver	None ▼	

- Lien Waiver Signature Timing – determines when Subcontractor Unconditional Lien Waiver signatures are requested
 - ▶ *With Invoice*
 - Lien Waivers are signed in conjunction with invoices.
 - ▶ *When Requested*
 - Lien Waivers are requested prior to disbursement.
- Lien Waiver Release Timing – identifies when Subcontractor Lien Waivers are released to the Contracting Organization. **This field can be edited only by a Textura™ administrator.** Modifications are made only when the most stringent conditions are met. Please contact your Textura™ representative for more information.
 - ▶ *With Disbursement* option releases Subcontractor waivers after the standard holding time.
 - ▶ *When Signed* option releases Subcontractor Lien Waivers with signatures as soon as signed by Subcontractor (may require special language in subcontracts)
- Project Lien Waiver Release Timing – identifies when Contracting Organization Lien Waivers are released to the on-system Owner. **This field can be edited only by a Textura™ administrator.** Please contact your Textura™ representative to modify this setting if necessary when you are working with an on-system Owner.
 - ▶ *With Disbursement* option releases Contracting Organization Lien Waivers after the standard holding time.
 - ▶ *When Signed* option releases Contracting Organization Lien Waivers with signatures as soon as signed by Contractor (may require special language in contracts)
- GC Self-Performed Lien Waiver – identifies Lien Waiver settings for self-performed work.
 - None: Only the Contracting Organization project Lien Waiver is created.
 - Multiple: Lien Waivers are created for each self-performed line item.
 - One: Summary – totals all self-performed line items into a single Lien Waiver in addition to project Lien Waiver.

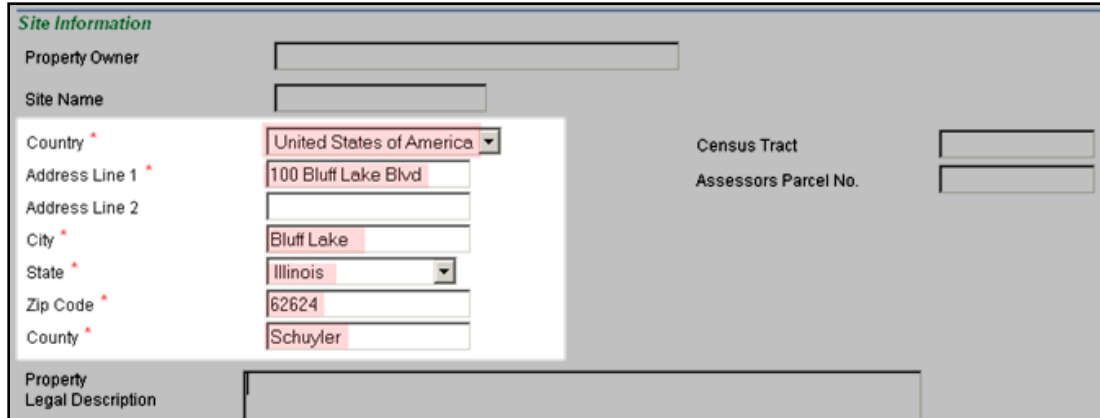


Site Information

Site Information is used to populate the project address field on documents.

1. Type your Site Information.

All fields with a red asterisk (*) are required.



Site Information

Property Owner

Site Name

Country *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

County *

Census Tract

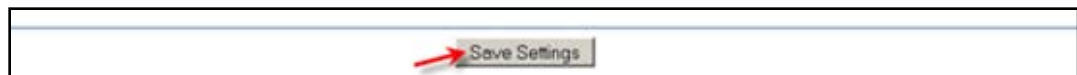
Assessors Parcel No.

Property Legal Description

- Additional property description fields:

- ▶ **Census Tract** and **Assessors Parcel No.** (APN) may be required to identify certain properties in a special situation (e.g. flood plain).
- ▶ **Property Legal Description** is required in some states – including Florida, Ohio, and Michigan – for filing legal documents.

2. Click **Save Settings**.



Depending on the permissions assigned to the current user, the system may display a **Status** page listing your pending project actions or it may display the **Manage Project Users** page.

3. Click the prompt, if available, to **assign users to project**.



Manage Project Users

Assign Users to Project

A Local Administrator assigns permissions and is the Project Manager by default until a PM is assigned. Local Administrators can always assign and review project responsibilities.

Each project must have a user assigned to the roles of:

- **Project Manager (PM)** – sets up and manages projects in Textura™, including: creating projects; assigning user roles; entering a schedule of values; entering invoices; managing subcontracts; allocating change orders; and approving invoices



Note that the assigned Project Manager has the ability to assign/reassign project responsibilities, whether or not they are a Local Administrator.

- **Compliance Manager** – creates compliance requirements (i.e., Legal Document Requirements), monitors contractor compliance, places or releases compliance-related payment holds, tracks sub-tier lien waivers and rejects lien waivers
- **Signer** – signs documents such as invoices, sworn statements, and lien waivers
- **Disburser** – releases company funds for ACH payment of a draw

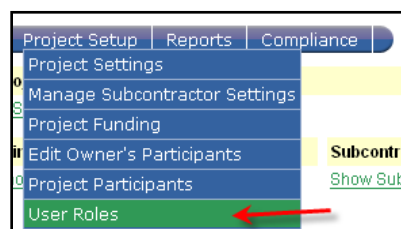
The system displays all users in your organization. Permissions are selected in the User Profile. To be eligible for assignment to a designated project task, a user must have the appropriate permission checked in their profile. All organization User Profiles can be edited by a Local Administrator.

The following project user roles are assigned as needed, based on specific project settings.

- **Authorizer** – required to authorize each subcontractor payment prior to disbursement *when the associated project setting is selected*; there can be multiple authorizers on a project
- **Subcontractor Invoice Approver** – required to approve Subcontractor invoices where Signatory Approval of Subcontractor Invoices is used

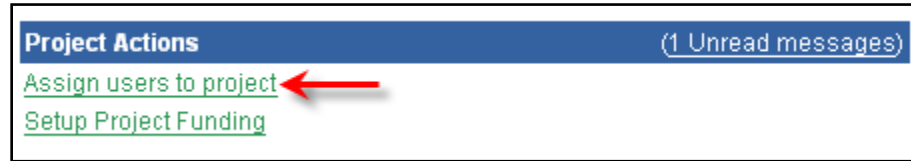
The **Manage Project Users** page can be accessed from the central navigation bar on the **Project Home Page**.

- Select **User Roles** from the drop down menu under **Project Setup**.



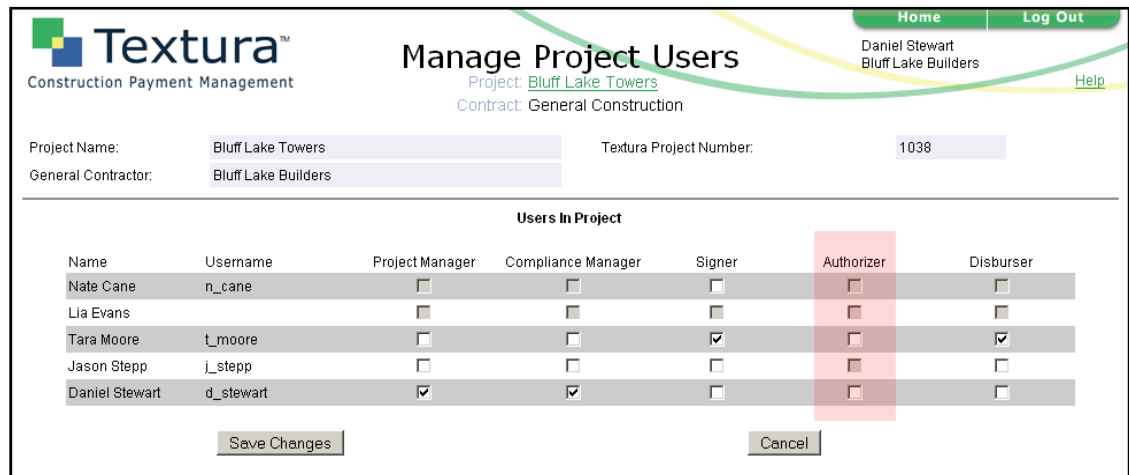
Alternatively, you may have a project action to **Assign users** to your project.

- Click the action, if available.



The system displays the **Manage Project Users** page.

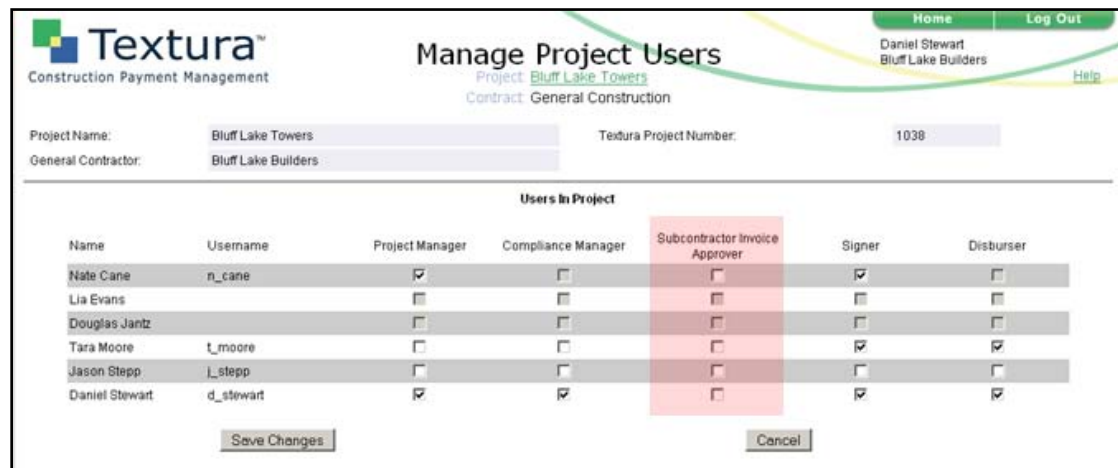
- The appearance of the Authorizer “role” indicates that the project setting requiring [Disbursement Authorization for Subcontractor Payments](#) is checked.



The screenshot shows the "Manage Project Users" page for "Project: Bluff Lake Towers" and "Contract: General Construction". The page includes fields for "Project Name" (Bluff Lake Towers) and "Textura Project Number" (1038). Below these fields is a table titled "Users In Project" with columns: Name, Username, Project Manager, Compliance Manager, Signer, Authorizer, and Disburser. The "Authorizer" column is highlighted in red. The table lists five users: Nate Cane, Lia Evans, Tara Moore, Jason Stepp, and Daniel Stewart. The "Save Changes" and "Cancel" buttons are at the bottom.

Name	Username	Project Manager	Compliance Manager	Signer	Authorizer	Disburser
Nate Cane	n_cane	☐	☐	☐	☐	☐
Lia Evans		☐	☐	☐	☐	☐
Tara Moore	t_moore	☐	☐	☒	☐	☒
Jason Stepp	j_stepp	☐	☐	☐	☐	☐
Daniel Stewart	d_stewart	☒	☒	☐	☐	☐

- The appearance of the Subcontractor Invoice Approver “role” indicates that at least one subcontract has been set to **Signatory Approval**.

The screenshot shows the "Manage Project Users" page for "Project: Bluff Lake Towers" and "Contract: General Construction". The page includes fields for "Project Name" (Bluff Lake Towers) and "Textura Project Number" (1038). Below these fields is a table titled "Users In Project" with columns: Name, Username, Project Manager, Compliance Manager, Subcontractor Invoice Approver, Signer, and Disburser. The "Subcontractor Invoice Approver" column is highlighted in red. The table lists five users: Nate Cane, Lia Evans, Douglas Jantz, Tara Moore, Jason Stepp, and Daniel Stewart. The "Save Changes" and "Cancel" buttons are at the bottom.

Name	Username	Project Manager	Compliance Manager	Subcontractor Invoice Approver	Signer	Disburser
Nate Cane	n_cane	☒	☐	☐	☒	☐
Lia Evans		☐	☐	☐	☐	☐
Douglas Jantz		☐	☐	☐	☐	☐
Tara Moore	t_moore	☐	☐	☐	☒	☒
Jason Stepp	j_stepp	☐	☐	☐	☐	☐
Daniel Stewart	d_stewart	☒	☒	☐	☒	☒

1. Check the box of at least one eligible user for each project responsibility.
2. Click **Save Changes**.

Manage Project Users
Project: [Bluff Lake Towers](#)

Project Name: Textura Project Number:
General Contractor:

Users in Project

Name	Username	Project Manager	Compliance Manager	Subcontractor Invoice Approver	Signer	Authorizer	Disburser
Nate Cane	n_cane	☒	☐	☐	☒	☐	☐
Lia Evans		☐	☐	☐	☐	☐	☐
Douglas Jantz		☐	☐	☐	☐	☐	☐
Tara Moore	t_moore	☐	☐	☐	☒	☐	☒
Jason Stepp	j_stepp	☐	☐	☐	☐	☐	☐
Daniel Stewart	d_stewart	☒	☒	☐	☒	☐	☒

At least one Authorizer is needed.
At least one subcontractor invoice approver is needed.



The system will not allow the user to save the changes until the appropriate roles are filled.

A **Status** page is displayed giving notice that user access for the project has been updated.

Status
Project: [Bluff Lake Towers](#)

The user access for project Bluff Lake Towers has been updated.
To update the user access for project Bluff Lake Towers again click [here](#).

Impacted users receive email notifications as well as the accompanying notifications in their project messages.

The updated user clicks the message **Subject** to view.

View Project Messages
Project: [Bluff Lake Towers](#)

☐ Select all ☐ Include Archived ☐ Include Read View first of 1 messages

Date	Read	Archived	Subject	From
☐ 09-Jun-2008 09:09:55 AM	Yes	No	[Textura System] Bluff Lake Towers - Responsibilities Changed	Bluff Lake Builders

(1 messages shown)

All times are Central Daylight Time (CDT).

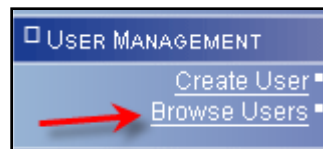
The system displays the selected message on the **View Specific Messages** page.



Modify User Permissions (Local Administrator Only)

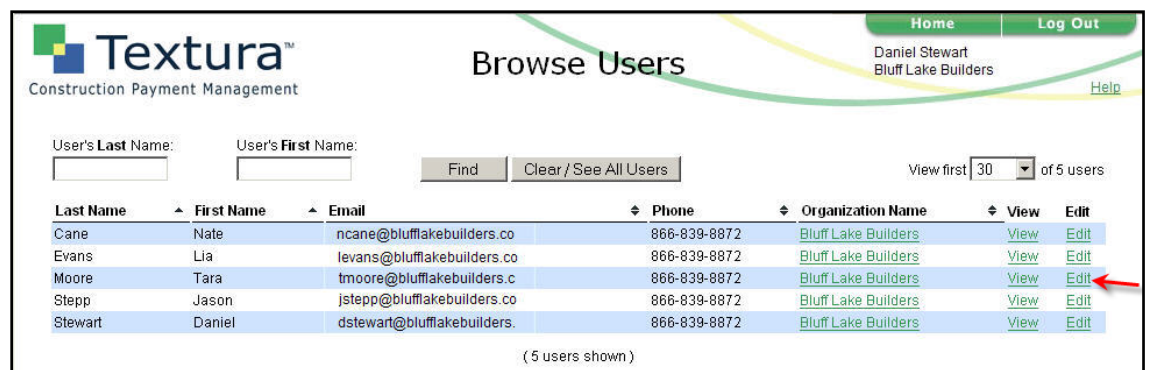
A Local Administrator for the organization can modify the user permissions in the User Profile so that the user can be given additional responsibility on a project.

1. Click **Browse Users** under User Management in the left hand margin on the **Home Page**.

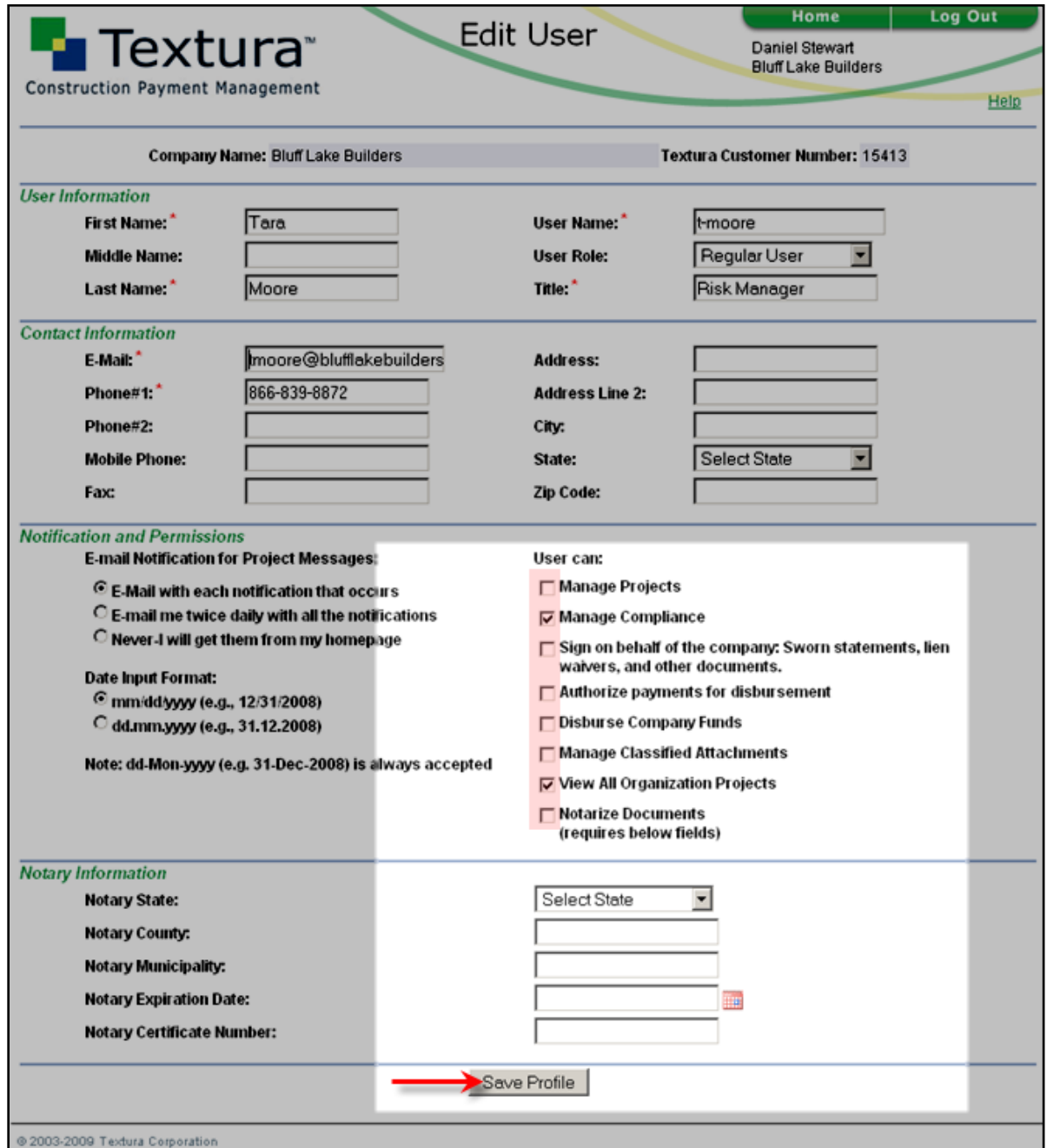


The **Browse Users** page is displayed.

2. Click the **Edit** link in the far right column in line with the user's name.



The system displays the **Edit User** page.



Textura™
Construction Payment Management

Edit User

Home Log Out
Daniel Stewart
Bluff Lake Builders
Help

Company Name: Bluff Lake Builders Textura Customer Number: 15413

User Information

First Name: * Tara
Middle Name:
Last Name: * Moore
User Name: * t-moore
User Role: Regular User
Title: * Risk Manager

Contact Information

E-Mail: * tmoore@blufflakebuilders
Phone#1: * 866-839-8872
Phone#2:
Mobile Phone:
Fax:
Address:
Address Line 2:
City:
State: Select State
Zip Code:

Notification and Permissions

E-mail Notification for Project Messages:

- ☒ E-Mail with each notification that occurs
- ☐ E-mail me twice daily with all the notifications
- ☐ Never-I will get them from my homepage

Date Input Format:

- ☒ mm/dd/yyyy (e.g., 12/31/2008)
- ☐ dd.mm.yyyy (e.g., 31.12.2008)

Note: dd-Mon-yyyy (e.g. 31-Dec-2008) is always accepted

User can:

- ☐ Manage Projects
- ☒ Manage Compliance
- ☐ Sign on behalf of the company: Sworn statements, lien waivers, and other documents.
- ☐ Authorize payments for disbursement
- ☐ Disburse Company Funds
- ☐ Manage Classified Attachments
- ☒ View All Organization Projects
- ☐ Notarize Documents (requires below fields)

Notary Information

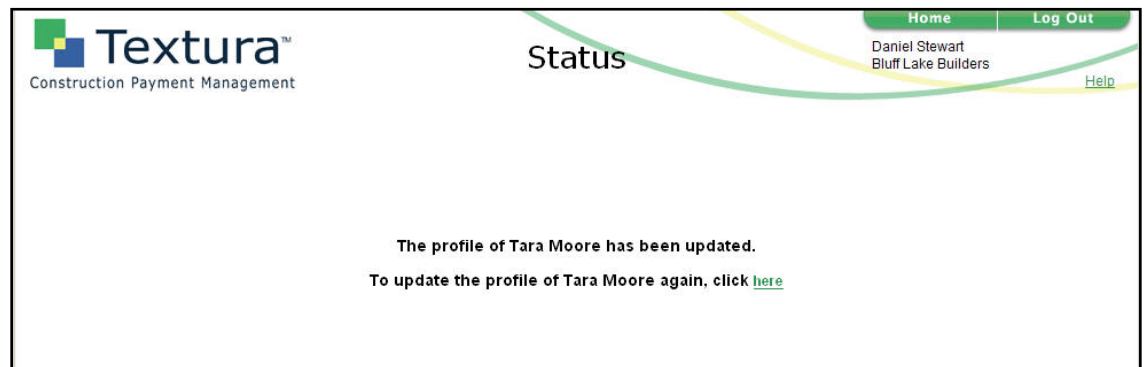
Notary State: Select State
Notary County:
Notary Municipality:
Notary Expiration Date:
Notary Certificate Number:

Save Profile

© 2003-2009 Textura Corporation

3. Make the desired changes to the **user can:** permissions.
4. Click **Save Profile**.

The system displays a **Status** page confirming that the user's profile has been updated.



Enter Schedule of Values (Project Budget)

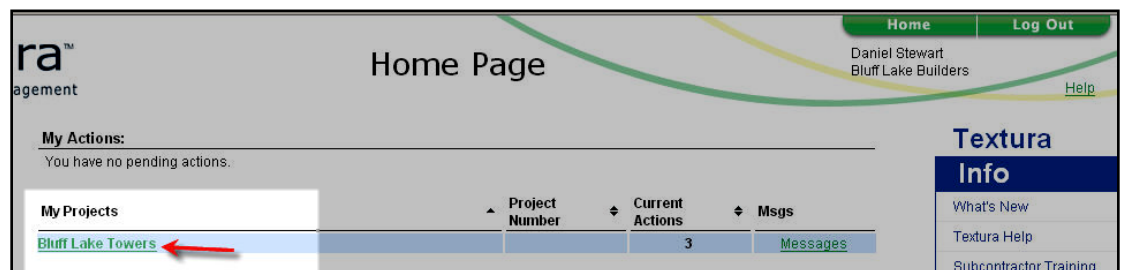
The Schedule of Values (SoV) is your budget, based on your contract for the project. You can upload the entire budget at once or [enter it manually line by line](#). The points below are given to guide users to the correct path for entering their budget.

- budget is currently in Excel – follow the instructions for uploading to Textura™
- budget is not currently in Excel and is 20 lines or less – follow the instructions for entering into Textura™ manually (line by line)
- budget is not currently in Excel and exceeds 20 lines –
 - ▶ download the sample CSV file given in Textura™ and replace the sample data with your organization's budget details; then follow the instructions for uploading, **or**
 - ▶ create the CSV file in Excel using your budget details and the illustrated format, **or**
 - ▶ follow the instructions for entering into Textura™ manually
- organization is or may be using [Special Budget](#) functionality, covered in the Special Topics area of the User Manual
- organization uses or will use **Invoice Codes, Breakout Codes, and/or Handling Codes**
 - ▶ these options are covered in the Special Topics area of the User Manual

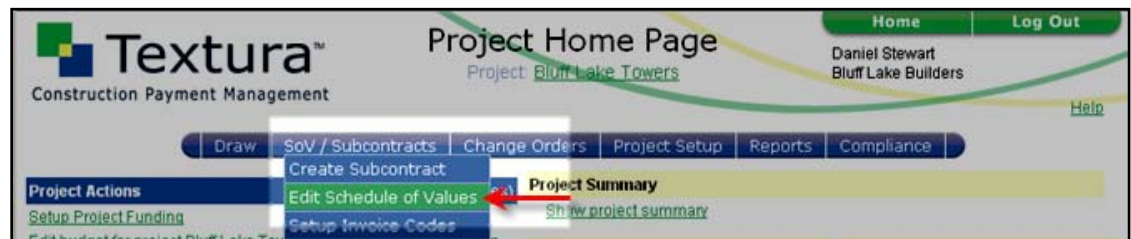
Uploading a Schedule of Values from a CSV File

Follow the steps below to upload the project's Schedule of Values from a Microsoft Excel spreadsheet saved in the .csv format.

1. Click on the **project name** to navigate from the **Home Page** to the **Project Home Page**.



2. Select **Edit Schedule of Values** from the **SOV/Subcontracts** dropdown menu on the central navigation bar.



The system displays the **Edit Schedule of Values** page.

3. Click the **Download Example CSV File** link on the **Edit Schedule of Values** page to view a sample CSV file.

Creating the CSV file

There are two options for creating this file.

- insert your organization's budget details into the sample file
- modify an existing worksheet or create a new spreadsheet in the given format in Excel

Follow the sample provided on the **Edit Schedule of Values** page and the illustration below to ensure that your file is formatted correctly.

Key points to remember:

- each cell in the active area of the spreadsheet must contain a value
- all cells must use **general formatting**

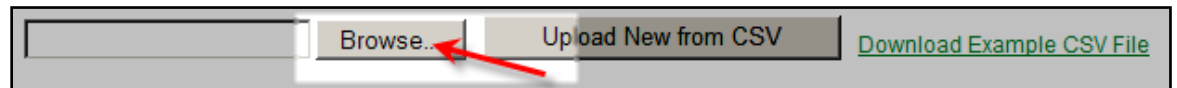
The format of the CSV file is essential to the success of the upload.

1. Open your budget or Schedule of Values in Excel.
2. Edit your file to look like the sample Schedule of Values below:

	A	B	C
1	PhaseCode	PhaseCode Description	Budget Amount
2	100	General Conditions	400000
3	200	Materials	500000
4	300	Labor	714300
5			

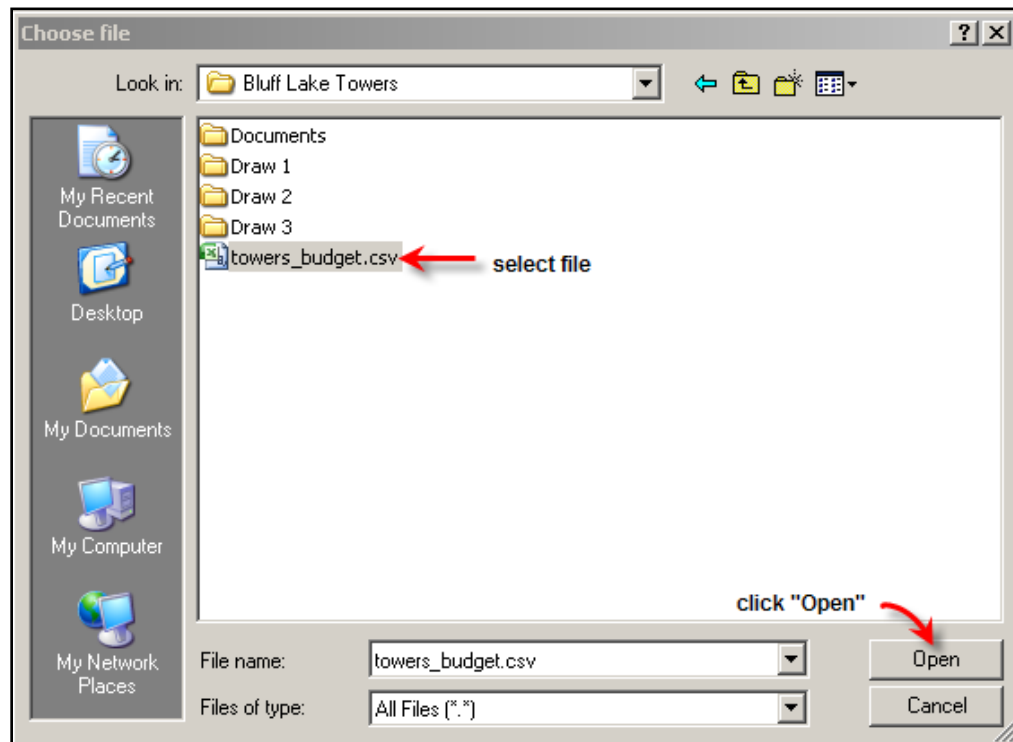
Each uploaded line must have three values:

- ▶ Line 1 fields contain the heading for each field:
 1. [PhaseCode](#) (column A)
 2. PhaseCode Description (column B)
 3. Budget Amount (column C)
 - ▶ subsequent lines contain the values defined by the column heading
 - do not use commas or dollar signs (use general formatting)
 - do not use subtotals or totals
3. Save the file in Excel as **CSV (Comma Delimited)** by selecting this option from the “Save as type” dropdown menu.
 4. Return to the **Edit Schedule of Values** page to upload your saved CSV file.
 5. Click **Browse** to locate the CSV file on your computer.



The system displays the **Choose file** upload dialog.

6. Select your saved CSV file.
7. Click **Open**.



The system fills the field to the left of the **Browse** button with the location of the CSV file.

8. Click Upload New from CSV.



Textura™ verifies that the uploaded file type is valid (CSV) and that the formatting is correct.

The system appends the line items from the CSV file to any existing SoV lines – without overwriting existing data – and displays the uploaded Schedule of Values line items on the **Edit Schedule of Values** page.

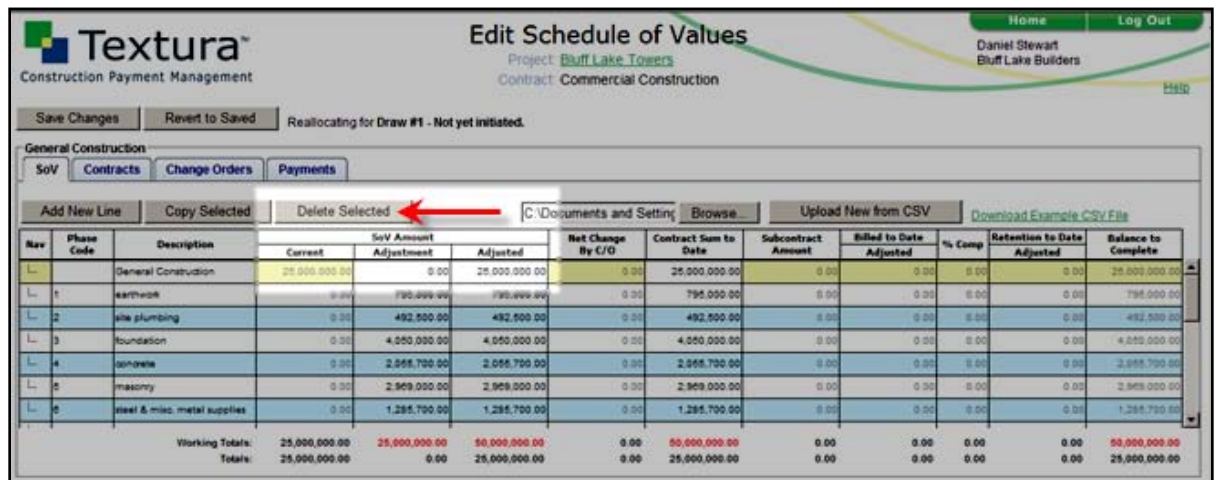


Please wait for the display to populate before taking any further action.

Verify that your totals are correct and that the SoV is in balance – if not, check for discrepancies in the data entered. Contact Textura™ Customer Support if you need any assistance in balancing your SoV.

In the example, the single SoV line for the total amount of the contract must be removed to keep from doubling the total budget amount.

1. Click in the first line to select.
2. Click **Delete Selected**.



Nav	Phase Code	Description	Current	SoV Amount Adjusted	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L		General Construction	25,000,000.00	0.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00
L	1	earthwork	0.00	795,000.00	795,000.00	0.00	795,000.00	0.00	0.00	0.00	0.00	795,000.00
L	2	site plumbing	0.00	492,500.00	492,500.00	0.00	492,500.00	0.00	0.00	0.00	0.00	492,500.00
L	3	foundation	0.00	4,050,000.00	4,050,000.00	0.00	4,050,000.00	0.00	0.00	0.00	0.00	4,050,000.00
L	4	concrete	0.00	2,055,700.00	2,055,700.00	0.00	2,055,700.00	0.00	0.00	0.00	0.00	2,055,700.00
L	5	masonry	0.00	2,969,000.00	2,969,000.00	0.00	2,969,000.00	0.00	0.00	0.00	0.00	2,969,000.00
L	6	steel & misc. metal supplies	0.00	1,285,700.00	1,285,700.00	0.00	1,285,700.00	0.00	0.00	0.00	0.00	1,285,700.00
Working Totals:			25,000,000.00	25,000,000.00	50,000,000.00	0.00	50,000,000.00	0.00	0.00	0.00	0.00	50,000,000.00
Totals:			25,000,000.00	0.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00

Note that the Adjusted totals are in balance.

9. Click **Save Changes**.

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	1	earthwork	0.00	795,000.00	795,000.00	0.00	795,000.00	0.00	0.00	0.00	0.00	795,000.00
L	2	site plumbing	0.00	492,500.00	492,500.00	0.00	492,500.00	0.00	0.00	0.00	0.00	492,500.00
L	3	foundation	0.00	4,000,000.00	4,000,000.00	0.00	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00
L	4	concrete	0.00	2,055,700.00	2,055,700.00	0.00	2,055,700.00	0.00	0.00	0.00	0.00	2,055,700.00
L	5	masonry	0.00	2,969,000.00	2,969,000.00	0.00	2,969,000.00	0.00	0.00	0.00	0.00	2,969,000.00
L	6	steel & misc. metal supplies	0.00	1,285,700.00	1,285,700.00	0.00	1,285,700.00	0.00	0.00	0.00	0.00	1,285,700.00
L	7	steel & misc. metal install	0.00	720,000.00	720,000.00	0.00	720,000.00	0.00	0.00	0.00	0.00	720,000.00
Working Totals:			0.00	25,000,000.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00
Totals:			25,000,000.00	0.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00

The system displays a **Status** page confirming that the budget has been saved.

Status

The budget for *Commercial Construction* has been saved.

To edit the budget again, click [here](#).

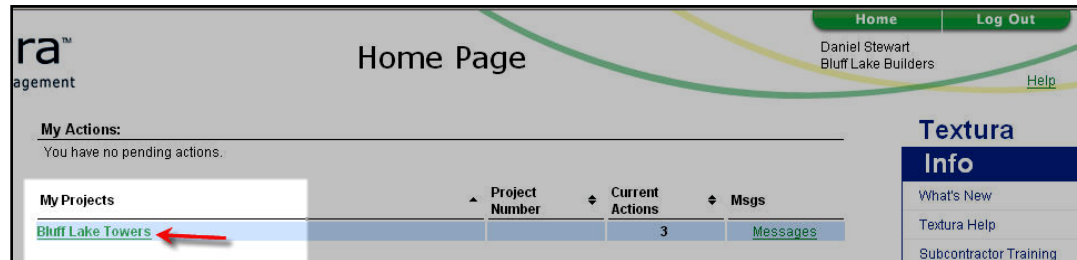
The Schedule of Values (budget) is in balance.

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	1	earthwork	0.00	795,000.00	795,000.00	0.00	795,000.00	0.00	0.00	0.00	0.00	795,000.00
L	10	wood shoring	0.00	409,530.00	409,530.00	0.00	409,530.00	0.00	0.00	0.00	0.00	409,530.00
L	11	carpentry/waterproofing	0.00	1,110,900.00	1,110,900.00	0.00	1,110,900.00	0.00	0.00	0.00	0.00	1,110,900.00
L	12	roofing	0.00	1,233,520.00	1,233,520.00	0.00	1,233,520.00	0.00	0.00	0.00	0.00	1,233,520.00
L	13	entrances & storefronts	0.00	1,198,390.00	1,198,390.00	0.00	1,198,390.00	0.00	0.00	0.00	0.00	1,198,390.00
L	14	studs, drywall	0.00	2,324,650.00	2,324,650.00	0.00	2,324,650.00	0.00	0.00	0.00	0.00	2,324,650.00
L	15	carpet	0.00	445,840.00	445,840.00	0.00	445,840.00	0.00	0.00	0.00	0.00	445,840.00
Working Totals:			25,000,000.00	0.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00
Totals:			25,000,000.00	0.00	25,000,000.00	0.00	25,000,000.00	0.00	0.00	0.00	0.00	25,000,000.00

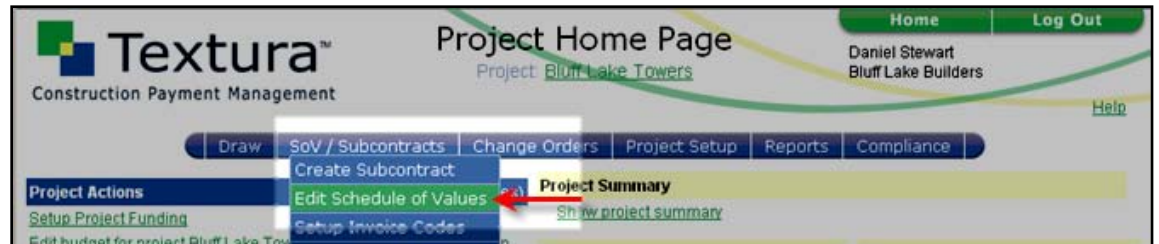
Manually Enter Schedule of Values

Enter your project's Schedule of Values line-by-line on the **Edit Schedule of Values** page.

1. Click on the **project name** to navigate from the **Home Page** to the **Project Home Page**.



2. Select **Edit Schedule of Values** from the SOV/Subcontracts dropdown menu on the central navigation bar.

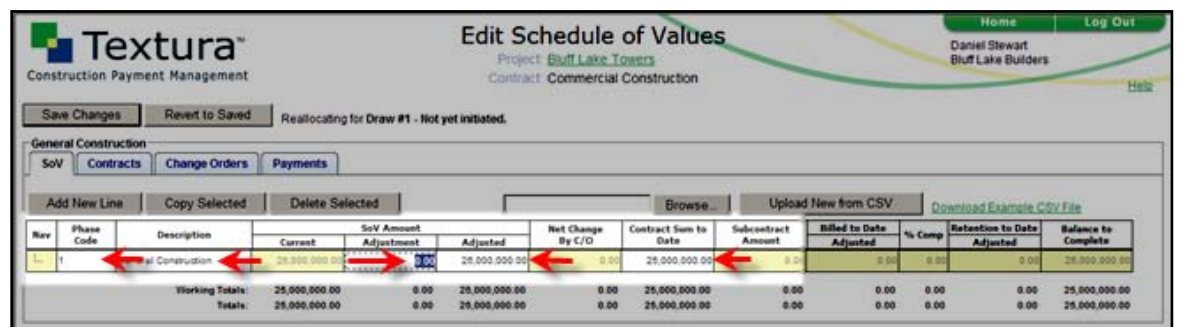


The system displays the **Edit Schedule of Values** page.

There are four tabs on the **Edit Schedule of Values** page – **SoV** should be the active tab.



3. Click in any cell (field) to begin editing. Cells that appear white (unshaded) after the line is clicked may be edited.



4. Type the **Phase Code** or line item number.
 - ▶ Phase Codes identify line items (work breakdown) in a Schedule of Values.
 - ▶ Alpha-numeric text (i.e., letters and numbers) is accepted in the Phase Code field.
 - Insert leading zeroes (e.g. 001, 002, rather than 1, 2) before numerical Phase Codes.
 - Format as sequential item numbers, CSI standard codes, or other custom schemes using numbers and letters or other characters on a standard keyboard (no “Special”).
 - ▶ The SoV is sorted by **Phase Code** each time it is saved.
5. Type the **Description** of the line item as it is to appear on the invoice.
6. Type a dollar value (omit the dollar sign) into the appropriate field:

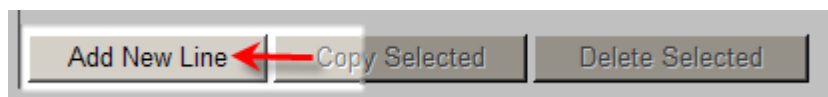


Best Practice – The preferred field for *original* entry is **SoV Amount: Adjusted**. The value in this field recalculates upon saving according to amounts entered into the **Adjustment** field.

- ▶ **SoV Amount: Adjustment** – amount by which the **SoV Amount: Adjusted** field is increased or decreased
 - provided for later modifications to the line item(s) by the user
 - adjustment values not retained in this field after adjustments are made (and saved)
- ▶ **SoV Amount: Adjusted** – aggregate total of **SoV Amount: Adjusted** as modified by the **Adjustment** field (after saving)
- ▶ The **Contract Sum to Date** is calculated by the system from Current Value, as modified by Net Change by CO (Change Order). Use care in editing the system derived number, as it may result in an imbalance in the Schedule of Values.

7. To enter additional lines, **continue**.

Add New Line



1. Click Add New Line.
2. Populate the new line with appropriate values for the information entered for line 1 (i.e., Phase Code, Description, and SoV Amount Adjusted).

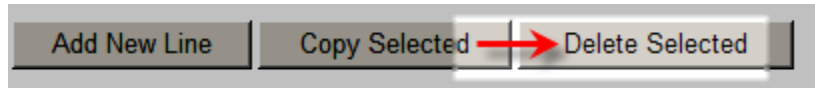
Copy Selected



1. Select the line you want to copy by clicking on it.
2. Click **Copy Selected**.

The system pastes the line immediately beneath the selected line.

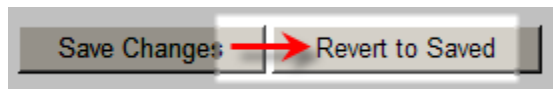
Delete Selected



1. Select the line you want to delete by clicking on it.
2. Click **Delete Selected**.

The system deletes the selected line. At least one line item must remain on the contract.

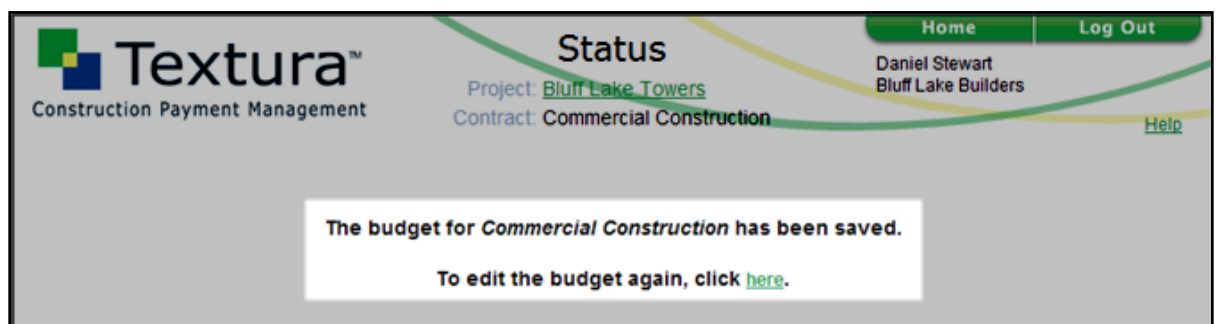
Revert to Saved



1. Return to the most recently saved version of the SoV
 2. Click the **Revert to Saved** button.
 3. All changes made after the last save are cancelled – i.e., it is as though they were never made.
8. Click **Save Changes** when budget is complete.



The system displays a **Status** page confirming that the budget has been saved.



When you reopen the Schedule of Values after saving, any **Adjustments** to **SoV Amount Adjusted** are calculated and the result is displayed in the **Current Value** field.



Red numbers in the Working totals at the bottom of the SoV indicate that your Schedule of Values is out of balance. When line item totals (Working Totals) are equal to the total contract values (Totals) after saving, all numbers appear in black.



Special Budget

The Special Budget feature provides a utility to track an alternate Schedule of Values to be used in generating customized pay applications while still enabling the control features expected of the Textura™ application. Potential uses for the Special Budget functionality include:

- displaying an Original Budget
- Guaranteed Maximum Price (GMP)
- Tax Increment Financing (TIF) components on an invoice

Although the Special Budget fields act independently of the application under normal circumstances, Textura has developed documents that incorporate this alternate set of numbers.

Special Budget is a Custom Feature requiring the use of compatible documents where the organization requires the information to be included in the pay application.

Special Considerations - Subcontractor SoV

Contract Components

A subcontract in Textura™ can consist of multiple contract components, typically aligned with the Contracting Organization's cost codes. This occurs when:

- a single subcontract is created against more than one component (line item) of a Contracting Organization's budget
- a subcontract is created by adding two or more components that are tied to the same line item of the Contracting Organization's budget, retaining the same phase code for all components
- both multiple line items of the Contracting Organization's Schedule of Values and new components tied to a single line item are included in one subcontract

While contract components appear to the Contracting Organization as individual line items on the **Contract Maintenance** screen, and in the details of the contract under the **Contracts** tab of the **SoV** (Edit Schedule of Values page), they appear to the Subcontractor as individual boxes on the **Edit SoV** screen. The Subcontractor Schedule of Values may therefore be displayed very differently than that of the Contracting Organization.

A Subcontractor Schedule of Values with multiple components is displayed below. Note that the components are each displayed separately, in their own SoV block, or table. They are not individual contracts, however; they are components of one subcontract. The user may interact with the components in the same way that they would if they were displayed together in the same table.

View [Enter Schedule of Values](#) to learn more about entering budget details on the Edit SoV screen.


Textura™
Construction Payment Management

Edit Schedule of Values
 Project: **Bluff Lake Towers -**
 Contract: 0939176 plumbing

[Home](#) | [Log Out](#)
 Jessica Drew
 Burlington Plumbing

[Save Changes](#)
[Revert to Saved](#)
 Reallocating for Draw #1 - Not yet initiated.

[Fixtures](#)
[SoV](#)
[Contracts](#)
[Change Orders](#)
[Payments](#)

[Add New Line](#)
[Copy Selected](#)
[Delete Selected](#)
[Browse...](#)
[Upload New from CSV](#)
[Download Example CSV File](#)

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
L		fixtures	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
Working Totals:			100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
Totals:			100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00

[Labor](#)
[SoV](#)
[Contracts](#)
[Change Orders](#)
[Payments](#)

[Add New Line](#)
[Copy Selected](#)
[Delete Selected](#)
[Browse...](#)
[Upload New from CSV](#)
[Download Example CSV File](#)

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
L	02	labor	125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Working Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00

[Piping](#)
[SoV](#)
[Contracts](#)
[Change Orders](#)
[Payments](#)

[Add New Line](#)
[Copy Selected](#)
[Delete Selected](#)
[Browse...](#)
[Upload New from CSV](#)
[Download Example CSV File](#)

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
L		piping	75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00
Working Totals:			75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00
Totals:			75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00

[Supplies](#)
[SoV](#)
[Contracts](#)
[Change Orders](#)
[Payments](#)

[Add New Line](#)
[Copy Selected](#)
[Delete Selected](#)
[Browse...](#)
[Upload New from CSV](#)
[Download Example CSV File](#)

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
L		supplies	92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00
Working Totals:			92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00
Totals:			92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00

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Auto-Populate Schedule of Values

Your subcontract may automatically appear on your Schedule of Values page as a single line item, or multiple components, based on the line item(s) of the Contracting Organization's Schedule of Values that your subcontract is tied to. Where this occurs, you can accept the automated entry as it is or modify it to correspond with your organization's budget details. Simply type over the existing information to replace it with your own. Automatic population of the SoV neither removes nor replaces the Subcontractor's ability to enter and/or modify their Schedule of Values.

The following scenario briefly outlines and illustrates a multiple component Subcontractor SoV, highlighting the auto-populate feature:

The Contracting Organization has created four new components for the line item "site plumbing." Note that the Phase code, from the Contracting Organization's perspective, is the same for all four components. Also note the Subcontract Item # column: when entered at the time of contract creation, these numbers become Phase Codes in the Subcontractor SoV.



If the Subcontract Item # is left blank, the Phase Code field is not populated on the Subcontractor SoV. A Phase Code may be entered by the Subcontractor.

Textura™
Construction Payment Management

Contract Maintenance
Project: Bluff Lake Towers
Contract: 0939176 plumbing (Burlington Plumbing)

Home Log Out
Daniel Stewart
Bluff Lake Builders

Save Changes Revert to Saved Edit Settings
Reallocating for Draw #1 - Not yet initiated.

Add New Component Copy Selected Delete Selected Change Order

Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
02	fixtures				0007	100,000.00	100,000.00	0.00	0.00	100,000.00
02	labor				0001	125,000.00	125,000.00	0.00	0.00	125,000.00
02	piping				0003	75,000.00	75,000.00	0.00	0.00	75,000.00
02	[Find] supplies				0010	92,500.00	92,500.00	0.00	0.00	92,500.00
Totals:						392,500.00	392,500.00	0.00	0.00	392,500.00

The illustrated **Subcontractor** Schedule of Values displays four component blocks, or tables, each containing a separate component. If the Contracting Organization has entered Subcontract Item #s, the Phase Code is populated with these numbers. The Description field is populated by details entered in the Contracting Organization's Contract Maintenance screen, if available.

Textura™
Construction Payment Management

Edit Schedule of Values

Project: **Bluff Lake Towers -**
Contract: **0939176 plumbing**

Home Log Out
Jessica Drew
Burlington Plumbing

Save Changes Revert to Saved Reallocating for Draw #1 - Not yet initiated.

0001 labor

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	0001	labor	125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Working Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00

0003 piping

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	0003	piping	75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00
Working Totals:			75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00
Totals:			75,000.00	0.00	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00

0007 fixtures

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	0007	fixtures	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
Working Totals:			100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
Totals:			100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00

0010 supplies

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	0010	supplies	92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00
Working Totals:			92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00
Totals:			92,500.00	0.00	92,500.00	0.00	92,500.00	0.00	0.00	0.00	0.00	92,500.00

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Shaded cells in an active component line cannot be edited. White cells are editable with a broken line border appearing around the active cell.

0001 labor

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Current	SoV Amount Adjustment	Adjusted	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
L	0001	labor	125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Working Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
Totals:			125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00

Auto-Allocate Change Order

If the Contracting Organization later creates a Change Order for the subcontract that adds new components, the Change Order may also be allocated automatically. Again, the choice is yours – either to accept the allocation or modify the SoV to correspond with your organization's budget details.

The following scenario briefly outlines and illustrates a multiple component Subcontractor SoV, highlighting the auto-allocate feature:

Contracting Organization

The Contracting Organization creates a Change Order to add a component to the subcontract.

The screenshot shows the Textura Contract Maintenance interface. At the top, it displays the Textura logo and the project name 'Bluff Lake Towers' with contract number '0939176 plumbing (Burlington Plumbing)'. Navigation links for 'Home' and 'Log Out' are present. Below the header, there are buttons for 'Save Changes', 'Revert to Saved', and 'Edit Settings'. A status message reads 'Reallocating for Draw #1 - Not yet initiated.'.

The main section contains a 'Change Order' form with the following fields:

- Change Order #:** CO01
- Adjustment to Contract Amount:** 50000
- Change Order Title:** plumbing C/O
- Change Order Date:** 08-Apr-2009
- Change Order Description:** Additional materials component added to contract
- ☐ Hidden Change Order (applies to Original SOV G702 Line 1)*

At the bottom of the form are 'Save Changes' and 'Cancel' buttons. A red arrow points to the 'Save Changes' button, and a red text box states 'All fields are required.'.

To the right of the form is a table showing subcontract amounts:

Subcontract Amount	Paid To Date	Retention To Date	Balance Due
125,000.00	0.00	0.00	125,000.00
75,000.00	0.00	0.00	75,000.00
100,000.00	0.00	0.00	100,000.00
92,500.00	0.00	0.00	92,500.00
392,500.00	0.00	0.00	392,500.00

The component is added by creating a new line ([Add New Component](#)) in the subcontract and entering the Phase Code, Description, Subcontract Item # if applicable, and the Change Order Adjustment amount..

Contract Maintenance
Project: Bluff Lake Towers
Contract: 0939176 plumbing (Burlington Plumbing)

Home | Log Out
Daniel Stewart
Bluff Lake Builders

Save Changes | Revert to Saved | Reallocating for Draw #1 - Not yet initiated.
Edit Settings

Add New Component | Copy Selected | Delete Selected | CO Created in Session (\$50,000.00)

Contract Components | Chg Orders | Payments

Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Changes per Prior Change Orders	Change Order Adjustment	Adjusted Subcontract / Component
02	labor				0001	125,000.00	0.00	0.00	125,000.00
02	fixtures				0007	100,000.00	0.00	0.00	100,000.00
02	pipng				0003	75,000.00	0.00	0.00	75,000.00
02	supplies				0010	92,500.00	0.00	0.00	92,500.00
02	materials				0009	0.00	0.00	50,000.00	50,000.00
Totals:						392,500.00	0.00	50,000.00	442,500.00

Creating Subcontract Change Orders is covered in greater detail in **Module 5 - Budget Management: Create Subcontract Change Order**.

- Click **Save Changes** when finished entering the Change Order.

Contract Maintenance
Project: Bluff Lake Towers
Contract: 0939176 plumbing (Burlington Plumbing)

Home | Log Out
Daniel Stewart
Bluff Lake Builders

Save Changes | Revert to Saved | Reallocating for Draw #1 - Not yet initiated.
Edit Settings

The Subcontractor receives an email notification and a Project Action to edit their budget.

To the Project Manager(s) of Burlington Plumbing:

A Change Order described as 'plumbing CO' has been created for the Project Bluff Lake Towers.

This change modifies the contract plumbing, in which Burlington Plumbing is a participant. Please modify your budget for the affected work to accommodate changes described by this order as follows:

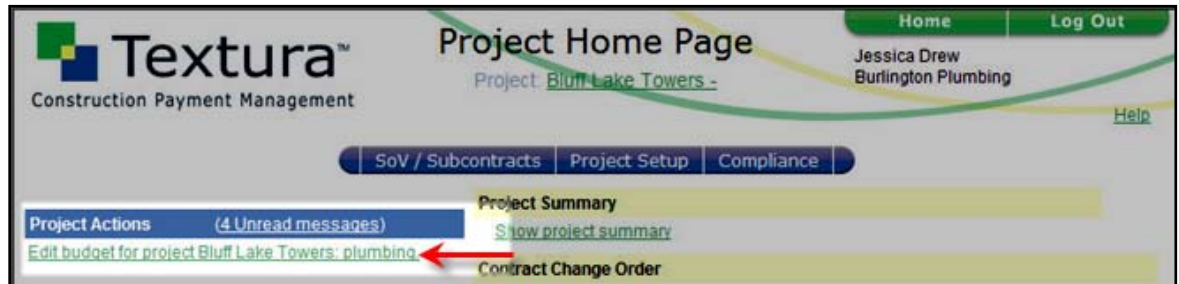
Additional materials component added to contract.

To modify your budget details, please click the link given below.

http://dfdsvl040.internal/documentation_rc/EditBudget.psp?projectID=2953&contractID=67855

Kind Regards,
Textura System

Subcontractor



The Subcontractor [opens their Edit SoV](#) page to find that a component block has been added to the SoV and the Change Order allocated. They may leave the block as is or make adjustments to editable cells (where there is no shading).

0009 materials

SoV Contracts Change Orders Payments

Add New Line Copy Selected Delete Selected Browse Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
	0009	materials	0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Working Totals:			0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Totals:			0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00

0010 supplies

SoV Contracts Change Orders Payments

View [Allocate Subcontract Change Order – Subcontractor](#).

Identify or Edit Project Funding

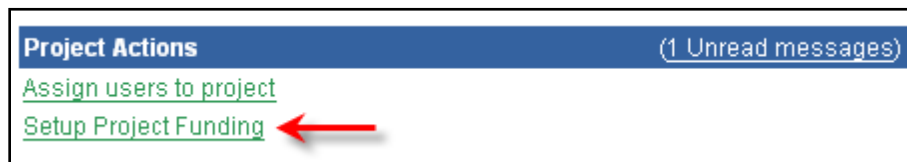
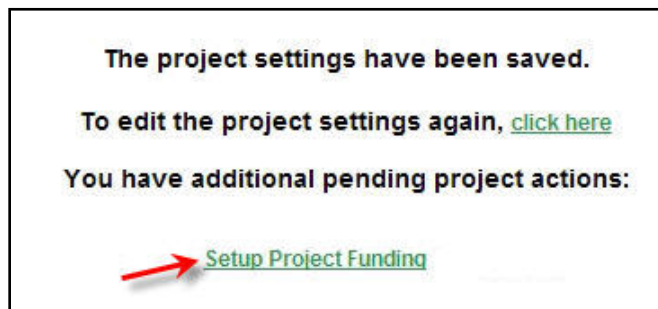
The Edit Project Funding page enables users to designate any of the [Secondary Organizations](#) identified in the setup process as the disbursing organization for the project. The Secondary Organization is linked to the project on the Edit Project Funding page, and the system uses that organization's information for Project Funding through the ACH process.

All draw documents display the company name and address of the selected funding organization. Note that all payments an organization receives are deposited into the bank account associated with their Primary Organization.

The selected Secondary Organization replaces the Primary Organization as the principal on project draw documentation and for ACH processing of disbursements, unless and until it is changed.

Modifications to the Edit Project Funding page

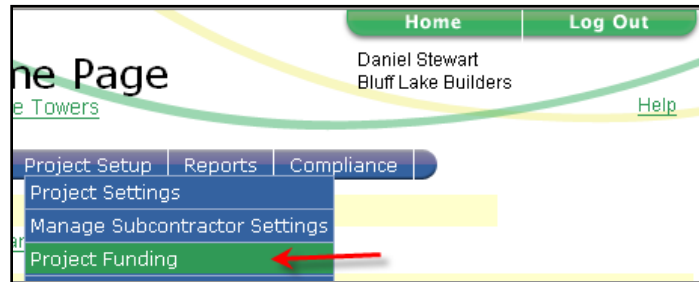
You may have either a system prompt or project action to **Setup Project Funding**.



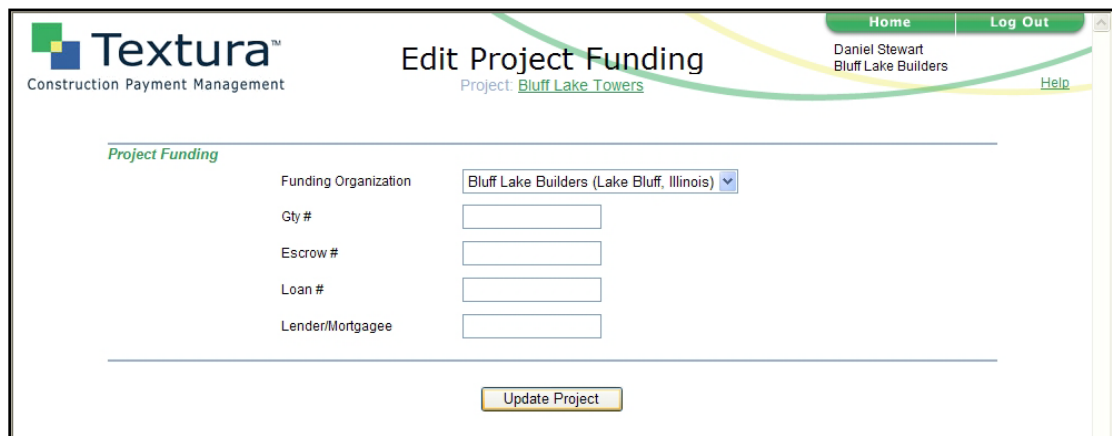
1. Click the **link** to access the page, if this is the case.

The **Edit Project Funding** page can also be accessed from the central navigation bar on the **Project Home Page**.

2. Select **Project Funding** from the drop down menu under Project Setup.



The system displays the **Edit Project Funding** page.

A screenshot of the 'Edit Project Funding' page in the Textura application. The page title is 'Edit Project Funding' with a sub-header 'Project: Bluff Lake Towers'. The 'Project Funding' section contains a dropdown menu for 'Funding Organization' set to 'Bluff Lake Builders (Lake Bluff, Illinois)'. Below this are four input fields: 'Gty #', 'Escrow #', 'Loan #', and 'Lender/Mortgagee'. An 'Update Project' button is at the bottom. The top navigation bar and user information are consistent with the previous screenshot.

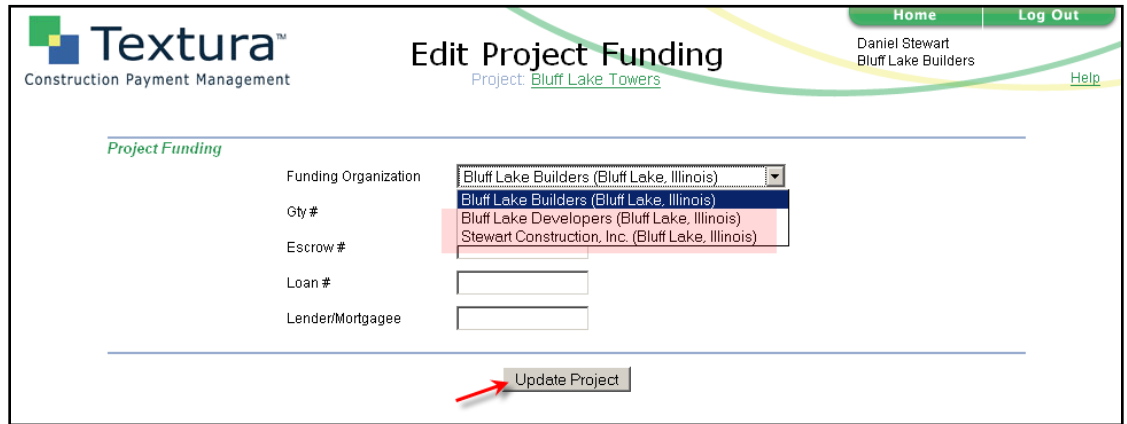
The Primary and Secondary Organizations are named in the Funding Organization field. The city and state are included to enable users to differentiate between organizations where the names are the same or similar.

3. Click the drop down menu to view the secondary organizations.
4. Select the desired entity for Project Funding.

The additional fields are provided for reference only and may be left blank at the user's discretion unless the information is required to populate a custom document.

- ▶ Gty#
- ▶ Escrow #
- ▶ Loan #
- ▶ Lender/Mortgagee

5. Click **Update Project**.



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Edit Project Funding
Project: [Bluff Lake Towers](#)

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Project Funding

Funding Organization

Qty #

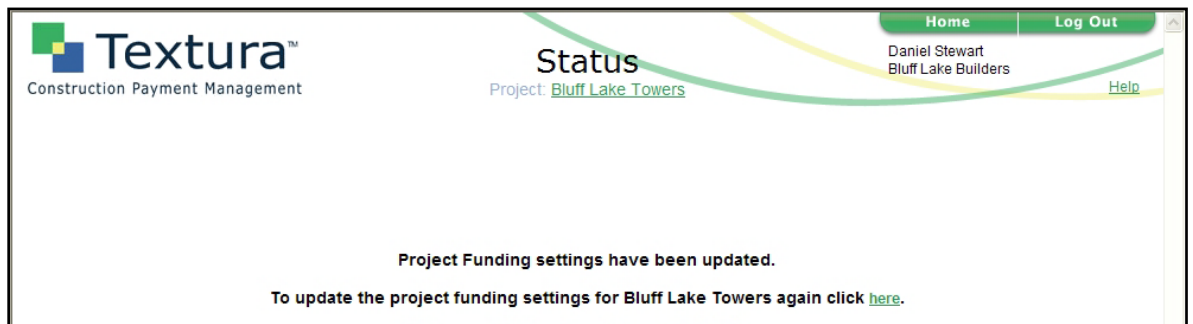
Escrow #

Loan #

Lender/Mortgagee

[Update Project](#)

The system displays a **Status** page confirming that the settings have been saved.



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Status
Project: [Bluff Lake Towers](#)

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Project Funding settings have been updated.
To update the project funding settings for Bluff Lake Towers again click [here](#).

Setup Document Requirements

Contractors and Prime Subcontractors often use Textura™ to monitor the submission status of compliance documents required from Subcontractors before payment is released. This can include (but is not limited to):

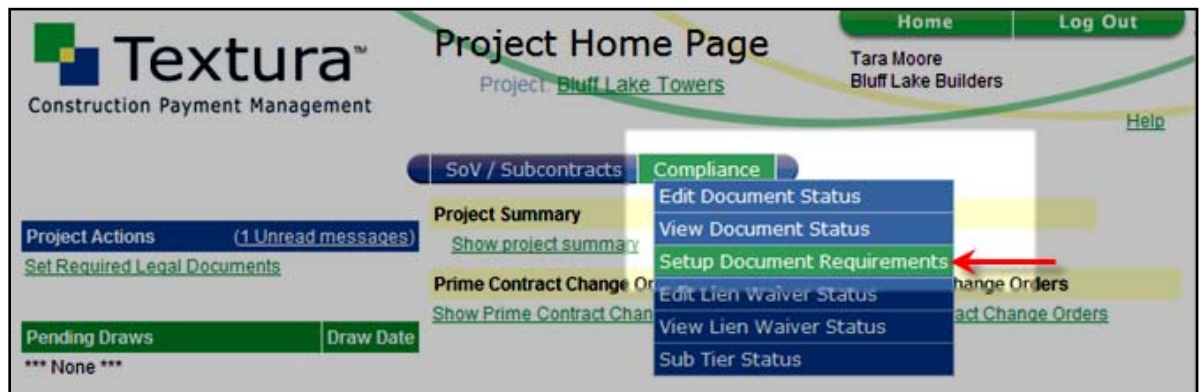
- ▶ current insurance documents
- ▶ signed contracts
- ▶ W-9 forms
- ▶ pre-qualification documents
- ▶ safety packets

Compliance requirements are determined by the contracting organization on the Setup Document Requirements page.

If document requirements have not yet been set, the user that has been assigned the Compliance Manager role for the project will typically see an action on the **Project Home Page** to perform this task.

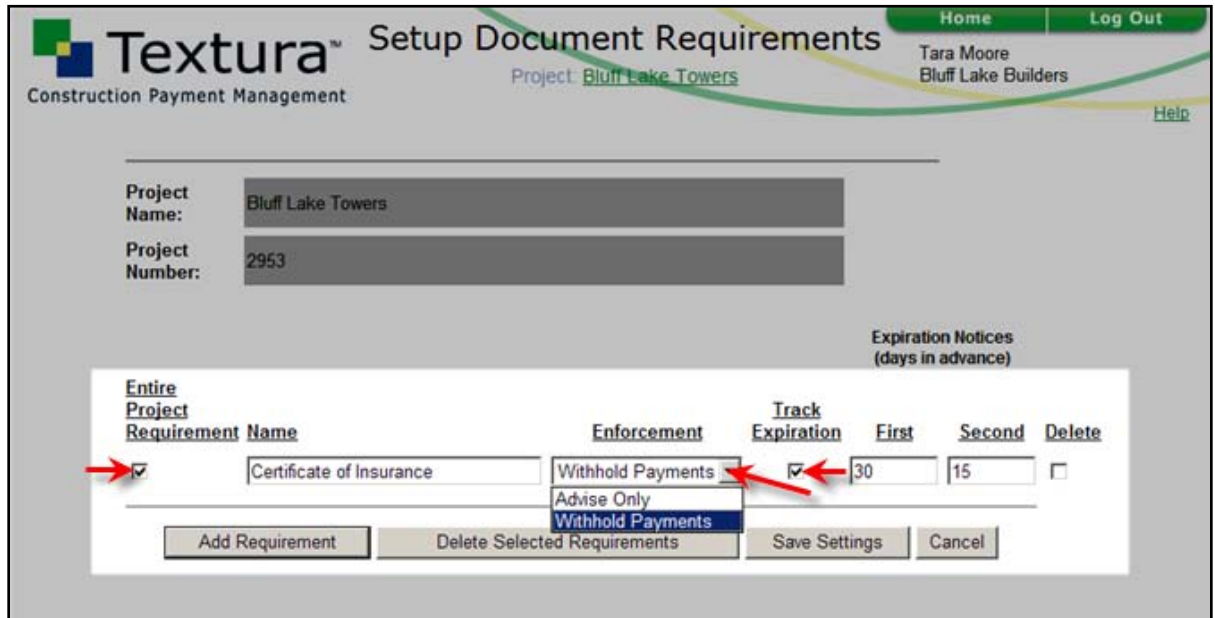


The **Setup Document Requirements** page may also be accessed from the **Compliance** menu in the center navigation bar on the **Project Home Page**.





- Click Cancel if you are using an accounting interface to populate compliance information.



Textura™ Setup Document Requirements
Construction Payment Management
Project: Bluff Lake Towers
Tara Moore
Bluff Lake Builders
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Project Name: Bluff Lake Towers
Project Number: 2953

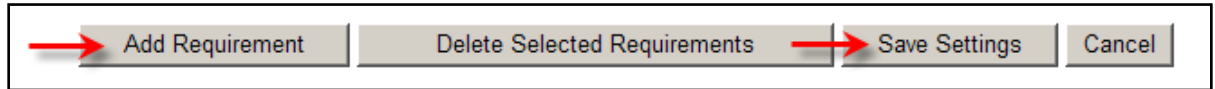
Expiration Notices (days in advance)

Entire Project Requirement	Name	Enforcement	Track Expiration	First	Second	Delete
☒	Certificate of Insurance	Withhold Payments	☒	30	15	☐

Add Requirement Delete Selected Requirements Save Settings Cancel

- Check the box beneath **Entire Project Requirement** where the document will be required from all – including Sub Tier – project participants.
- Type the **Name** of the document to be required.
- Select either **Withhold Payments** or **Advise Only** from the drop down menu
 - Subcontractor document compliance status is tracked and displayed to the Contracting Organization on the View Document Status page and in reports.
 - When out of compliance:
 - Advise Only** –payment is not held.
 - Withhold Payments** –(default value) payment is held until the Contracting Organization takes one of the following actions:
 - updates the Subcontractor's document status to **Received** and releases the hold by clicking **Apply**
 - overrides the held payment
- Confirm that the box beneath **Track Expiration** is **checked** (default) for any documents that expire.
 - Click to uncheck only if document expiration dates should **not** be tracked and notices should **not** be sent.
- Type the number of days in advance you would like the optional first and second expiration notices to be sent (notice is sent automatically at **60 days** – these are additional notices).

6. Click **Add Requirement** to set up additional requirements.
7. Click **Save Settings** when finished.



See more on [Document Compliance](#) in Module 7 - Compliance Management.

Draw Calendar

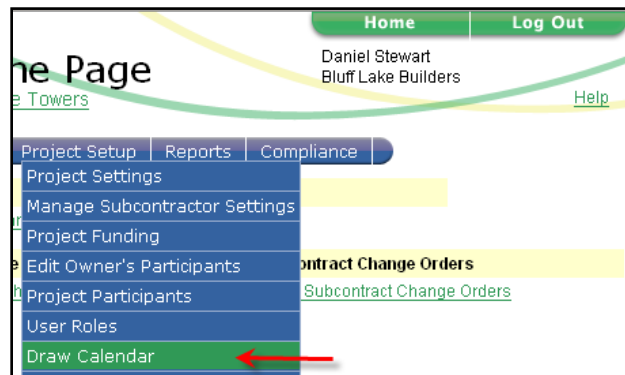
Enter Draw Dates

The Draw Calendar serves as a reminder to the organization to initiate future draws in Textura™. The system sends an email reminder to the Project Manager assigned to the project about one week before the date that the draw is due to be initiated.

Draw dates may be set to occur:

-  on the same date each month
-  individually for each month

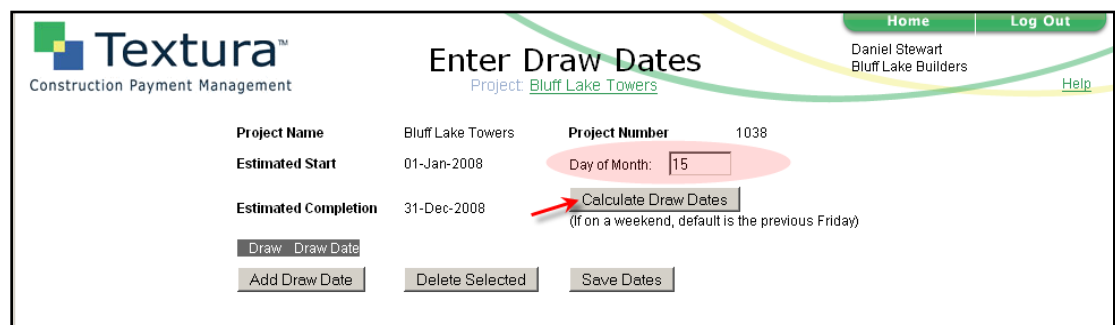
1. Select **Draw Calendar** from the Project Setup menu on the **Project Home Page**.



The system displays the **Enter Draw Dates** page.

Set recurring draw dates (draws that occur on the same date of every month):

2. Type **Day of Month** (e.g., 15).
3. Click **Calculate Draw Dates**.



The screenshot shows the 'Enter Draw Dates' page for 'Project Bluff Lake Towers'. The page includes fields for 'Project Name' (Bluff Lake Towers), 'Project Number' (1038), 'Estimated Start' (01-Jan-2008), and 'Estimated Completion' (31-Dec-2008). A 'Day of Month' field is set to '15'. A red arrow points to the 'Calculate Draw Dates' button, which has a tooltip that says '(If on a weekend, default is the previous Friday)'. Below these fields are buttons for 'Draw Draw Date', 'Add Draw Date', 'Delete Selected', and 'Save Dates'.

The system generates a list of draw dates on the date selected until the project completion, based on estimated Start and End dates entered on the [Project Settings](#) page. If the draw date falls on a Saturday or Sunday, the default is the previous Friday.

4. Click **Save Dates**.

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Enter Draw Dates
Project: [Bluff Lake Towers](#)

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Project Name Bluff Lake Towers **Project Number** 1038
Estimated Start 01-Jan-2008 Day of Month:
Estimated Completion 31-Dec-2008 **Calculate Draw Dates**
 (If on a weekend, default is the previous Friday)

Draw	Draw Date	
1	15-Jan-2008	☐
2	15-Feb-2008	☐
3	14-Mar-2008	☐
4	15-Apr-2008	☐
5	15-May-2008	☐
6	13-Jun-2008	☐
7	15-Jul-2008	☐
8	15-Aug-2008	☐
9	15-Sep-2008	☐
10	15-Oct-2008	☐
11	14-Nov-2008	☐
12	15-Dec-2008	☐

Add Draw Date **Delete Selected** **Save Dates**

The system displays a status page notifying the user that the draw dates have been saved.

Set dates for each month individually:

1. Click **Add Draw Date**.

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Construction Payment Management

Enter Draw Dates
Project: [Bluff Lake Towers](#)

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Bluff Lake Builders
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Project Name Bluff Lake Towers **Project Number** 1038
Estimated Start 01-Jan-2008 Day of Month:
Estimated Completion 31-Dec-2008 **Calculate Draw Dates**
 (If on a weekend, default is the previous Friday)

Draw	Draw Date	
1		☐

Add Draw Date **Delete Selected** **Save Dates**

2. Enter the desired **Draw Date**:

- ▶ Open calendar by clicking in the **Draw Date** field to the right of the **Draw #**.
- ▶ Select a month, year, and date from the calendar.

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Enter Draw Dates
Project: [Bluff Lake Towers](#)

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Project Name: Bluff Lake Towers | Project Number: 1038
 Estimated Start: 01-Jan-2008 | Day of Month:
 Estimated Completion: 31-Dec-2008 | [Calculate Draw Dates](#)
 (If on a weekend, default is the previous Friday)

Draw: 1 | Draw Date: 15-Jul-2008

Clear | Close
 <Prev | Today | Next>
 July | 2008
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

Add Draw Date | Save Dates

3. Check that the date is correct.

4. Click **Save Dates**.

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Construction Payment Management

Enter Draw Dates
Project: [Bluff Lake Towers](#)

Home | Log Out
Daniel Stewart
Bluff Lake Builders

Project Name: Bluff Lake Towers | Project Number: 1038
 Estimated Start: 01-Jan-2008 | Day of Month:
 Estimated Completion: 31-Dec-2008 | [Calculate Draw Dates](#)
 (If on a weekend, default is the previous Friday)

Draw: 1 | Draw Date: 15-Jul-2008

Add Draw Date | Delete Selected | **Save Dates**

The system displays a **Status** page notifying the user that the draw dates have been saved.

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Status
Project: [Bluff Lake Towers](#)

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Draw Dates have been saved for this project
 To return to the Enter Draw Dates Screen [click here](#)

The project manager receives an email reminder to initiate the draw about one week before the selected draw date.

Delete Draw Dates

Uninitiated draw dates can be deleted.

1. Select the check box to the right of any Draw Date
2. Click **Delete Selected**.

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Construction Payment Management

Enter Draw Dates
Project: [Bluff Lake Towers](#)

Home | Log Out
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Bluff Lake Builders
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Project Name Bluff Lake Towers **Project Number** 1038
Estimated Start 01-Jan-2008 Day of Month:
Estimated Completion 31-Dec-2008 **Calculate Draw Dates**
 (If on a weekend, default is the previous Friday)

Draw	Draw Date	
1	15-Jan-2008	☐
2	15-Feb-2008	☐
3	14-Mar-2008	☐
4	15-Apr-2008	☐
5	15-May-2008	☐
6	13-Jun-2008	☐
7	15-Jul-2008	☐
8	15-Aug-2008	☐
9	15-Sep-2008	☐
10	15-Oct-2008	☒
11	14-Nov-2008	☒
12	15-Dec-2008	☒

Add Draw Date **Delete Selected** Save Dates

3. Click **Save Dates**.

Textura™
Construction Payment Management

Enter Draw Dates
Project: [Bluff Lake Towers](#)

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Daniel Stewart
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[Help](#)

Project Name Bluff Lake Towers **Project Number** 1038
Estimated Start 01-Jan-2008 Day of Month:
Estimated Completion 31-Dec-2008 **Calculate Draw Dates**
 (If on a weekend, default is the previous Friday)

Draw	Draw Date	
1	15-Jan-2008	☐
2	15-Feb-2008	☐
3	14-Mar-2008	☐
4	15-Apr-2008	☐
5	15-May-2008	☐
6	13-Jun-2008	☐
7	15-Jul-2008	☐
8	15-Aug-2008	☐
9	15-Sep-2008	☐

Add Draw Date Delete Selected **Save Dates**

The system displays a **Status** page notifying the user that the draw dates have been saved.